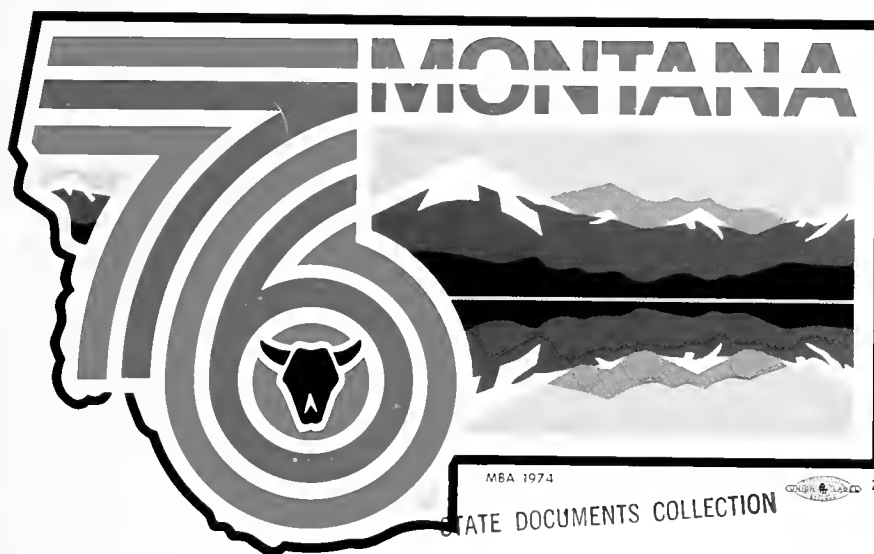


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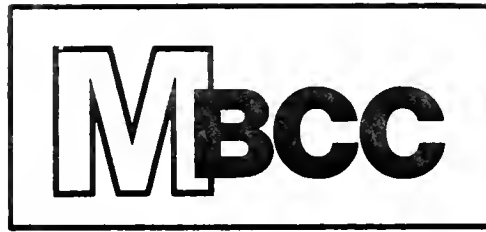
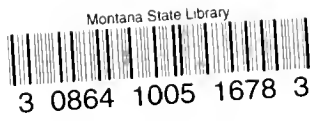
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# COMPREHENSIVE PLAN FOR CRIMINAL JUSTICE IMPROVEMENT

## ANNUAL ACTION PROGRAMS

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**MONTANA BOARD OF CRIME CONTROL**

1976

ANNUAL ACTION PROGRAMS



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THE ANNUAL ACTION PROGRAMS - 1976





SUMMARY REFERENCE TO ACTION PROGRAMS

<u>Action Programs</u>	<u>Federal</u>	<u>State/Local</u>	<u>Total</u>	<u>%Federal</u>
A-1	11,000	1,300	12,300	90
A-2	79,000	79,000	158,000	75/50/25
A-3	48,000	48,000	96,000	75/50/25
A-5	70,000	7,800	77,800	90
A-7	9,000	1,000	10,000	90
A-9	27,000	3,000	30,000	90
A-10	27,000	3,000	30,000	90
TOTAL	271,000	143,100	414,100	
B-1	80,000	9,000	89,000	90
B-3	16,000	1,800	17,800	90
B-4	20,000	2,300	22,300	90
B-6	10,000	1,200	11,200	90
B-7	45,000	5,000	50,000	90
B-8	6,000	700	6,700	90
B-9	10,000	1,200	11,200	90
B-10	900	100	1,000	90
B-12	6,500	800	7,300	90 .
B-13	15,000	1,700	16,700	90
TOTAL	209,400	23,800	233,200	
C-2	25,000	2,800	27,800	90
C-3	51,000	5,700	56,700	90
C-4	10,000	1,200	11,200	90
TOTAL	86,000	9,700	95,700	
D-1	70,000	24,000	94,000	75
D-3	500	60	560	90
TOTAL	70,500	24,060	94,560	
E-3	20,000	20,000	40,000	50
E-4	40,000	23,000	63,000	90/50
E-5	90,000	90,000	180,000	50
TOTAL	150,000	133,000	283,000	
F-3	5,000	600	5,600	90

## SUMMARY REFERENCE TO ACTION PROGRAMS

(continued)

<u>Action Programs</u>	<u>Federal</u>	<u>State/Local</u>	<u>Total</u>	<u>% Federal</u>
G-1	277,600	111,000	388,600	90/50
G-2	370,000	42,000	412,000	90
G-3	10,000	1,200	11,200	90
G-5	20,000	2,300	22,300	90
TOTAL	677,600	156,500	834,100	
H-1	20,000	2,300	22,300	90
H-2	10,000	1,200	11,200	90
H-4	10,000	1,200	11,200	90
TOTAL	40,000	4,700	44,700	
I-1	40,000	4,500	44,500	90
I-2	88,500	29,500	118,000	75
I-3	50,000	5,600	55,600	90
I-4	150,000	17,000	167,000	90
I-5	20,000	2,300	22,300	90
TOTAL	348,500	58,900	407,400	
PART C				
GRAND				
TOTAL	1,858,000	554,360	2,412,360	
PART E	200,000	23,000	223,000	90
TOTAL	2,058,000	577,360	2,635,360	

TITLE: Replacement Manpower (A-1)

PROBLEM: Due to budgetary limitations, law enforcement agencies with 10 or fewer sworn officers are unable to employ additional manpower to fill necessary shifts when a regular officer is attending the law enforcement academy. Without the additional manpower the regular officer is unable to be released from duty for training.

OBJECTIVE: To provide law enforcement agencies with 10 or fewer sworn officers a replacement officer while a regular officer attends the Montana Law Enforcement Academy for specific training.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: Law enforcement agencies with 10 or fewer sworn officers, demonstrating a financial need, will receive assistance to hire a retired or active officer willing to accept temporary employment as a replacement while a regular officer is attending either the Basic, Intermediate, or Legal schools at the Montana Law Enforcement Academy. Technical assistance deemed necessary by agencies will be furnished in accordance with guidelines on pages 71-73.

SUBGRANT DATA: This program is designed only for those law enforcement agencies that have 10 or fewer sworn officers. It covers only specific courses at the Montana Law Enforcement Academy; Basic, Intermediate, and Legal. Approximately 15 subgrants are anticipated in a monetary range from \$200 to \$1,100.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	11,000	1,300	12,300	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) An internal assessment should be sufficient for evaluating this program area. Because of the minimal amount of funds it is not a priority category of the SPA evaluation staff. Agencies requesting funds under this program are required to perform an internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Post-Graduate Employment (A-2)

PROBLEM: Many criminal justice agencies are unable to meet the increasing demands for service in criminal matters due to the lack of adequate numbers of sworn officers. Criminal justice budgets are not adequate to effect an immediate manpower increase nor are there any indications of projected increases in a relatively short time.

OBJECTIVE: To provide new and continued support through subsidized employment for criminal justice graduates in law enforcement agencies which demonstrate a willingness to hire a graduate and the financial ability to assume a portion of the cost.

To effect an immediate increase in the number of sworn officers within law enforcement departments with a long-range increase in the level of law enforcement professionalism.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: Funds will be limited to agencies requiring manpower and financial support which express an interest in employing a criminal justice graduate with either an Associate or Bachelor's degree. Funding will be for salaries on a 3-year declining scale. The first year, federal funds will provide 75% of salaries to a 25% local fund match. The second year will be based upon a 50%-50% match, and the third year on a 25% federal and 75% local match. Travel, per diem, and operating expenses will be the responsibility of local government.

Should federal funds be reduced or terminated, the local governments participating in this program will be required to assume financial responsibility for personnel or terminate their employment.

Any technical assistance necessary will be furnished in accordance with guidelines on pages 71-73.

SUBGRANT DATA: Approximately 9 subgrants are anticipated under this program in the monetary range from \$4,000 to \$10,000, not to exceed \$79,000 totally.

Local governments with a demonstrable manpower need and evidencing financial hardship in meeting those needs will be considered as priority departments.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	79,000	79,000	158,000	75/25 50/50 25/75

EVALUATION:

- a) Sixteen current or expired projects reviewed by staff evaluators provided information used in developing the program and projects for this program category.
- b) Ten percent of the total funds allocated in the 1975 action grant year received evaluation input. This evaluation input was used to determine progress and problems provided to management for the decision making process for continuation of this program. Based on marked improvement in local projects, the program will continue.
- c) Planning and evaluation staff decided a minimal need for future evaluation continues for this program. The projects in progress in the 1975 grant action year will provide sufficient information for evaluation. Agencies requesting funds under this program are required to perform internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: JUVENILE PROBATION MANPOWER ASSISTANCE (A-3)

PROBLEM: Montana's juvenile court personnel are handicapped by large caseloads and broad geographic areas. The urban areas of the state need additional manpower to develop special services such as intake, resource development, and additional counseling services. Rural areas need additional support to adequately serve the large geographic areas.

OBJECTIVE: This program is designed to subsidize the employment of 7 deputy probation officers to reduce the caseload of individual officers to a level not greater than 50 cases. Two of the officers will be employed in communities not previously having juvenile probation service.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: Seven deputies having the minimum qualifications established by law will be hired. Each deputy will be under the direct supervision of a chief probation officer.

Funding will be limited to 75 percent of the actual salary. The remaining 25 percent of the salary and incidental expenses such as travel, per diem, and operating expenses will be the responsibility of the county. Subgrants will be awarded with the understanding that the federal share of the subsidy will decrease over a three-year period. Continuation funds will be available to participating counties willing to increase their share of the subsidy by 25 percent each year. Any technical assistance necessary will be furnished according to guidelines on pages 71-73.

SUBGRANT DATA: Seven subgrants to county governments are anticipated. Counties in judicial districts 1, 3, 4, 8, 11, 12, 16, and 18 will be eligible for funding.

A total of 7 grants are anticipated under this program. All grants will be to county government.

Each subgrant is made with the understanding that the federal share of the project will decrease over a 3-year period. The first year funding will be 75% federal and 25% local. Continuation funds will be available if the grantee increases his proportionate share of the total project cost by 25% over the previous year. Second and third year funding will be based on a percentage of the first year's budget, thus salary increases are the responsibility of local government.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	48,000	48,000	96,000	75/25 50/50 25/75

## EVALUATION:

- a) Twenty-one current or expired projects reviewed by staff evaluators provided information used in developing the program and projects for this program category.
- b) Sixty-three percent of the total funds allocated for the 1975 action grant year received evaluation input. This evaluation input was used to determine progress and problems provided to management for decision-making process for continuation of this program. Based on marked improvement in local projects, the program will continue.
- c) Planning and evaluation staff decided a minimal need for future evaluation continues for this program. One program level 1 evaluation will be done during the 1976 grant action year to include at least four project level 1 evaluations to assess progress. Agencies requesting funds under this program are encouraged to obtain SPA staff assistance in developing their subgrant narrative to include evaluation criteria, or to assist them in developing a capability for internal assessment at the local level. See instructions on pages 59-63.

## TITLE: Clinical Services/Correctional Diagnosis Center A-5)

PROBLEM: There is a need to provide for diagnostic testing, evaluation, and clinical services for various residents of Montana's adult correctional facilities. The courts especially need adequate evaluation to make appropriate sentencing decisions.

- OBJECTIVES:
- 1.) To continue or expand psychological and sociological clinical services.
  - 2.) To establish and maintain a diagnostic testing and evaluation center for providing extensive medical and psychological evaluation of selected convicted felons.

RELATIONSHIP TO STANDARDS AND GOALS: Refer to pages 74-84 for relationship to Standards and Goals.

IMPLEMENTATION: Funding requests are planned to include two requests from adult corrections, one to continue or expand a clinical services division, employing a clinical psychologist as project director and utilizing University of Montana faculty and graduate intern students in psychology and sociology.

The other request will be for establishing the Correctional Diagnostic Center, providing completed evaluations which will be useful in determining the best method of rehabilitating the adult offender. This center's service, anticipated to take 40-90 days depending upon the individual case, will be available to the court prior to sentencing.

The site chosen for this project will be located centrally enough to facilitate transfer of prisoners. It is expected that the program will continue indefinitely. Federal funding will be required through 1976.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: All subgrants under this category will be awarded to the Department of Institutions.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	70,000	7,800	77,800	90/10

EVALUATION:

- a) One current project reviewed by staff evaluators provided information used in developing the program and projects for this program category.
- b) Increased funding is provided in this area, partially due to evaluation data providing a basis for the future administration of this project. Grant action year 1975 provided much information; however, the planning and evaluation staff desire additional evaluation input to determine the future status of this project based on 1976 grant action year.
- c) In view of the increased amount of funding and desire for additional evaluation information, the project is a high priority for evaluation in the corrections area. It will be evaluated at a level 2 or level 3 by SPA staff evaluators. Therefore, agencies requesting funds in this program are encouraged to request SPA technical assistance in writing their subgrant narrative to include evaluation criteria. Only those applicants meeting subgrant narrative requirements listed in pages 59-63 will be funded.



TITLE: Volunteer Auxiliary Police (A-7)

PROBLEM: Many law enforcement agencies are unable to meet the increasing demands for service in criminal matters. Sworn officers are diverted from law enforcement duties to perform civil or support service functions.

OBJECTIVE: To help law enforcement agencies augment their staffs so that sworn officers may be relieved of non-law enforcement functions or have assistance in coping with unique deployment problems.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: Under this program funding will be available only to areas of the state with a crime index rate over 3990. Since the auxiliary is a volunteer organization, funding will be available only for training and equipment (no salaries). Law enforcement agencies requesting funds must organize the auxiliary in accordance with the guidelines to be established by the Montana Peace Officers Standards and Training Council. The auxiliary unit is to be organized to enhance the utilization of sworn personnel in the area of law enforcement by substituting civilian volunteers to handle non-arrest functions. This program excludes search and rescue organizations. Technical assistance will be rendered in accordance with guidelines on pages 71-73.

SUBGRANT DATA: Funding will only be available to areas of the state with a crime index rate over 3990/100,000 population.

The auxiliary unit must be organized in accordance with the guidelines to be established by the Montana Peace Officers Standards and Training Council.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	9,000	1,000	10,000	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.

- c) This program area is very controversial and the chance of replication of projects of this nature is expected. Therefore, this program is considered a high priority for evaluation in the law enforcement area based on planning desire for more evaluation input to determine whether the program should be continued, modified or terminated. A great deal of this determination will be based on 1976 grant action year project assessments. At least 2 grants will be evaluated at a level 2 by SPA staff evaluators. Agencies requesting funds in this program area are strongly recommended to request SPA technical assistance in writing their subgrant narrative (requirements listed in pages 59-63.)

TITLE: Division of Corrections Administrator (A-9)

PROBLEM: There is no central authority for leadership in planning, scope, and direction of corrections program and philosophy.

OBJECTIVE: To administratively create, as authorized by the policies of executive reorganization and with the consent of the Governor's Office, a division of corrections that would administratively control those correctional institutions and programs that currently are the responsibility of the Department of Institutions:

Further objectives are:

- (1) To create a central administration that would bring together, under one roof, a number of key managerial functions previously carried out to a large extent at the institutional level, but properly belonging in a central authority;
- (2) To develop stronger, closer ties between the services available to offenders while confined to institutions and those provided them upon their release into the community;
- (3) To improve communications among personnel within institutions, as well as between the institutional staff and community based correctional workers. The duties of the Division Administrator will be as:
  - a. Establish the Correctional Officers Standards and Training Council
  - b. Develop liaison with POST Council;
  - c. Implement objectives as established by C.O.S.T. Council; consistent with Department of Institutions and MBCC guidelines.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for relationship to Standards & Goals.

IMPLEMENTATION: One new position is anticipated to implement the proposed organization of existing correctional agencies within this department - the position of Division Administrator.

The Division Administrator would receive supportive services from the existing staff functions of the Department's central office such as Audit and Accounting, Research and Evaluation, Personnel, Legal Counsel, and other needed services.

The Division Administrator would be directly accountable and responsible to the Director of the Department of Institutions. Technical assistance deemed necessary will be rendered in accordance with guidelines on pages 71-73.

SUBGRANT DATA: One subgrant not to exceed \$27,000 will be made available to the Department of Institutions to implement this program.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	27,000	3,000	30,000	90/10

EVALUATION:

- a) One project utilizing all program funds allocated in the 1975 grant action year will provide a data base for planning and project assessment in this program category.
- b) An evaluation review by SPA staff evaluators of local project evaluation efforts will be done to determine results for the decision making process for continuation of this project.
- c) In the 1976 grant action year, a level 1 evaluation will be conducted by SPA evaluation staff. This review will assess project staff evaluation planning and operation strategy. Coordination efforts will be made between the project staff and SPA evaluation staff to measure any results or impact of the project. An agency requesting funds under this program is encouraged to obtain SPA staff assistance in developing its subgrant narrative to include evaluation criteria, or to assist it in developing a capability for internal assessment at the local level.

TITLE: Courts Coordinator (A-10)

PROBLEM: Courts of general and limited jurisdiction are unable to assess their needs on a statewide basis because of a lack of uniform recordkeeping and reporting and because there is no flow of information about judicial administration.

OBJECTIVE: A courts coordinator will be employed by the Montana Supreme Court to coordinate the activities of the judicial officers in Montana and to collect and analyze courts data.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for statement on standards and goals.

IMPLEMENTATION: Based upon a resolution drawn by the state's district judges to the Supreme Court of Montana, funds are being provided to establish a position entitled "courts coordinator" with the Supreme Court of Montana.

This project provides funds for the supreme court to employ a courts coordinator. The post was filled as of October 6, 1975.

A board of directors composed of two district judges and one supreme court justice will be instituted to supervise the activities of the coordinator.

The Courts Coordinator will assist the judicial branch of the state in areas such as:

1. Assuming the duties of budget and finance officer;
2. Presenting budget and financial needs of the various judicial officers to the legislature;
3. Presenting and following necessary legislation;
4. Disseminating information to all judges;
5. Assisting judges with subgrants for financial assistance from federal funds;
6. Developing and implementing training programs for judicial officers;
7. Implementing court improvement programs adopted by the Supreme Court of Montana;
8. Collecting and distributing court rules for both district courts and courts of limited jurisdiction;
9. Generally assisting all judges upon request.

This program will be funded over a 2-year period, during which time funding will become the responsibility of the State of Montana. Any necessary technical assistance will be supplied in accordance with guidelines on pages 71-73.

SUBGRANT DATA: One subgrant will be made to the Supreme Court of Montana in an amount not to exceed \$27,000.

BUDGET:

	<u>L.E.A.A.</u>	State or <u>Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	27,000	3,000	30,000	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) This project will be in second year operation and it is not anticipated that funding will be continued. There will be no SPA staff evaluation after the 1976 action grant year. The agency requesting funds under this program is required to perform internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Montana Law Enforcement Academy (B-1)

PROBLEM: It is essential that established minimum standards of training be maintained for effective law enforcement and it is generally recognized that advanced training is necessary for the development of law enforcement professionalism.

Many law enforcement administrators have risen through the ranks without the benefit of training in administrative skills.

OBJECTIVES: To continually develop needed training programs including a field, in-service training capacity.

To make training available to local law enforcement agencies so that minimum standards of training and advanced training requirements can be obtained.

To assist in the development of modern police administration.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: This program is intended to continue and expand the high quality and amount of training at the Montana Law Enforcement Academy based on law enforcement departmental needs, Peace Officers Standards and Training Council requirements, Supreme Court decisions, and new law enforcement techniques. Sixty-five weeks of instruction encompassing 37 or more schools are being planned. It is anticipated that approximately 800 criminal justice personnel will participate in this training.

Historically, the Board of Crime Control has projected future funding of the academy, but a reduction of support has been in process. It is now projected that by the end of 1976 federal support will no longer be necessary for the operation and expansion of the academy. Necessary technical assistance will be furnished in accordance with guidelines on pages 71-73.

SUBGRANT DATA: One subgrant will be made available to the Montana Law Enforcement Academy Bureau of the Department of Justice in an amount not to exceed \$80,000.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	80,000	9,000	89,000	90/10

## EVALUATION

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) The project in this program will not be evaluated by SPA evaluation staff. It is anticipated this project will be supported by legislative appropriation and 1976 will be the last funded year through the Montana Board of Crime Control. An internal assessment of this project will provide project results and impact. The agency requesting funds under this program is required to perform an internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

## TITLE: Peace Officers Standards and Training Council (B-3)

PROBLEM: Personnel policies of law enforcement agencies generally do not provide adequate standards for recruitment, training, and career advancement of sworn officers. Few law enforcement agencies use an entrance examination to determine the psychological suitability of recruits, nor do many offer promotions, raises, or other incentives to advanced training and higher education.

No other funds which are adequate to address these problems have been budgeted.

OBJECTIVES: To continue the development of a regulatory body to control standards for the selection and training of law enforcement personnel through certification requirements.

To serve as a catalyst for the development of innovative projects for the professional growth of law enforcement personnel.

To continue the regional training program for law enforcement in cooperation with the Montana Law Enforcement Academy.

To continue the development of an executive level training curriculum for police chiefs and sheriffs.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: This program is to continue the regulatory functions and operations of the P.O.S.T. Council. Plans for the 1976 action year include: expansion of the video-cassette training program; sponsoring an intelligence school; issuance of informational handouts and preparing procedural manuals; promulgation of rules governing the selection and training of uncompensated law enforcement volunteers; providing in-service training to small agencies; designing training courses for managerial personnel.

In previous years the Montana Board of Crime Control has supported the P.O.S.T. Council with declining levels of funds. It is projected that 1976 will be the last year that federal funding will be necessary for P.O.S.T. to operate. Any necessary technical assistance will be rendered in accordance with guidelines on pages 71-73.

SUBGRANT DATA: One subgrant will be made available to the Peace Officers Standards and Training council in an amount not to exceed \$16,000.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	16,000	1,800	17,800	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) It is anticipated that the 1976 action grant year will be the last year for federal support of this project. Consequently, this program has no evaluation priority. The agency requesting funds under this program is required to perform an internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.



TITLE: Out-of-State Training (B-4)

PROBLEM: Specialized criminal justice training exists outside Montana that is not available within the state system and many criminal justice budgets do not provide for this training.

OBJECTIVES: To provide travel, per diem, and tuition for criminal justice personnel to receive specialized training not available, but needed, within the state system. A secondary objective of this program is to develop a capability for specialized instruction at MLEA.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for relationship to standards and goals.

IMPLEMENTATION: Activities planned for which funding will be requested include travel, per diem, and tuition of personnel attending out-of-state schools.

Funds may be requested for attending such schools as the Federal Bureau of Investigation National Academy, National Training Institute, International Association of Chiefs of Police schools, National Sheriffs' Association seminars, and many other recognized training schools and academies.

Corrections personnel from both institutions and community-based operations also may apply for out-of-state schooling.

A few recognized schools with specialized training in-state may be funded under this program; i.e., Cascade Canine Academy.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: Due to the different time frame and costs involved it is not possible to project the anticipated number of subgrantees.

Subgrantees will be encouraged to share their training experiences with their colleagues in-state by offering to instruct in local agencies and at the Montana Law Enforcement Academy.

BUDGET:	<u>LEAA</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	20,000	2,300	22,300	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) This category is a one-time training expenditure and will be reviewed through an internal assessment. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Correctional Officers Standards and Training Council (B-6)

PROBLEM: At present, there are no comprehensive nor consistent guidelines regarding recruitment and training for correctional officers. For example, there is a great disparity between individual programs, such as those offered for correctional offices at Montana State Prison, and the lack of same for local jailers.

OBJECTIVE: The long range goal of this program is to establish a career development program for correctional personnel. Funding will be available for staff and operating costs of a council which will establish minimum standards for recruitment, training, and procedures for correctional personnel.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for relationship to standards and goals.

IMPLEMENTATION: Legislation is necessary to authorize a C.O.S.T. Committee and provide salary and budget for a professional staff to carry out the policy and directives of the committee. If this preliminary study shows that the program may be coordinated through the existing P.O.S.T. Council, legislation will not be necessary.

The correctional officers standards and training committee should be made up of approximately 8 persons from various segments of the criminal justice system, appointed by the Governor or the existing P.O.S.T. Committee. The newly appointed corrections administrator (see A-9) will provide leadership in this process and have overall legislative input responsibility.

The committee would set minimum standards of physical, educational, and mental fitness to govern the recruitment, selection, and appointment of correctional employees. It would also be responsible for certification of instructors and for training programs.

It is anticipated that the program will be continuing and require federal funding through 1977. Necessary technical assistance will be furnished in accordance with guidelines on pages 71-73.

SUBGRANT DATA: The program will require one subgrant in the amount of \$10,000 to bring preliminary investigation of legislation and/or coordination with P.O.S.T.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	10,000	1,200	11,200	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) It has been determined that this program area is not a priority category requiring SPA staff evaluation. It is expected an internal assessment will be sufficient for measuring program results. The agency requesting funds under this program is required to perform an internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Juvenile Probation Officers Training (B-7)

PROBLEM: Although juvenile probation personnel comprise over 75% of community-based personnel working with delinquent youth, no comprehensive training program has been developed to serve these employees. Current training efforts consist of one or two sessions per year sponsored by the Probation Officers Association, and whatever training can be obtained through the individual efforts of probation personnel.

There is a need for a comprehensive training program utilizing all the resources of Montana's higher education system. It must also be accessible to rural employees, and employees who cannot leave their offices for extended periods of time.

This training must cover the basic areas of juvenile law, counseling procedures and techniques, community organization, and administration.

OBJECTIVE: The program will provide a minimum of 120 hours training in administration and/or treatment methodology to at least 50 percent of the juvenile probation officers.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for relationship to standards and goals.

IMPLEMENTATION: Funding may be requested for personnel, teaching aids, and travel and per diem to prepare and conduct the training.

A year-long training program consisting of a series of workshops is planned, and will involve instructors from many of the state's colleges and universities. Ideally, through the Montana Association of Criminal Justice Educators (MACJE), that will encourage the participation of each of the Association's members.

Necessary technical assistance will be furnished in accordance with guidelines on pages 71-73.

SUBGRANT DATA: One grant is anticipated to one of Montana's institutions of higher education. A consortium arrangement within the MACJE will determine the level and type of participation from the other colleges and universities. A training committee from the Probation Officers Association will set basic guidelines for course content and review the general effectiveness of the project.

BUDGET:	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	45,000	5,000	50,000	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.

- c) Agencies requesting funds under this program are required to perform internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Five State Judicial Conference (B-8)

PROBLEM: There is an absence of any requirement or regularized program for in-service training for appellate and trial court judges in Montana. Moreover, opportunities are rare for judges from rural states to discuss common needs and problems.

OBJECTIVE: To provide travel and per diem for a number of Montana trials and appellate judges to attend a three to four-day conference and training session involving other state court judges with similar problems.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for a statement on Standards and Goals.

IMPLEMENTATION: The activities planned for which funding will be requested include travel and per diem for a regional conference.

Five states will be involved in the training session. Judges from Wyoming, North and South Dakota, and Idaho will also attend.

This regional conference includes several excellent training sessions in its agenda, is widely attended, and is a step toward the provision of regular in-service training for appellate and trial court judges. Such an annual session has been funded for several years by LEAA - partly by block grants from the respective SPAs. It is anticipated that in the future, funding for this conference will be part of funding for a judicial training and education package to be financed, in part or in whole, through legislative appropriation to an expanded judicial budget. The 3 or 4-day conference will provide for training and discussion of court problems, solutions, plans for modernization, and an introduction to the rapidly expanding field of judicial administration. Necessary technical assistance will be furnished in accordance with guidelines on pages 71-73.

SUBGRANT DATA: One subgrant not to exceed \$6,000 shall be made available to the Montana Supreme Court or to a sponsoring county government. The subgrant will handle travel and per diem expenses for Montana judges.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	6,000	700	6,700	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in the development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) This program area is not a priority category for evaluation primarily because of the minimal amount of funds. Also, an internal assessment should be sufficient for evaluating the meeting. The agency requesting funds under this program is required to perform an internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: County Attorney In-State Training (B-9)

PROBLEM: Prosecutors, especially those from rural areas who are part-time, have little opportunity for in-service training, either in-state or out-of-state. Broader and more systematized opportunities for in-service training are especially needed by rural county attorneys who find it difficult to adapt recommended procedures or techniques demanding a high level of administrative and technical sophistication.

OBJECTIVE: To provide one statewide and several local seminars concerning new legislation, criminal code changes, and methods of improved prosecutorial skills for county and deputy county attorneys. Each seminar will be attended by 30 to 40 prosecutors.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for a statement on standards and goals.

IMPLEMENTATION: This program operated by the county attorney training coordinator, provides both statewide and regional seminars especially geared to the needs of Montana county attorneys.

Consultant fees, teaching aids, transportation, and per diem costs may be requested.

Under the direction of the County Attorney Coordinator, one statewide and several regional seminars will be arranged. The statewide seminar will be held in conjunction with the annual meeting of the association of county attorneys. Regional seminars will be addressed to particular area needs and problems in prosecution.

It is anticipated that sources of future funding for a fully-developed training package for county attorneys will include state and local appropriations, contributions, and registration fees.

Effectiveness of criminal prosecution should show a marked improvement as a result of this training. Necessary technical assistance will be furnished in accordance with guidelines on pages 71-73.

SUBGRANT DATA: One subgrant to the office of the Montana County Attorney Training Coordinator is anticipated.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	10,000	1,200	11,200	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) It has been determined that this program area is not a priority category requiring an SPA staff evaluation component. It is expected an internal assessment should be sufficient for measuring program results. The agency requesting funds under this program is required to perform an internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Training for Clerks of the District Courts (B-10)

PROBLEM: Little training is available and none is required for clerks of court or other court staffers. Current opportunities are limited to those provided voluntarily by the clerks of court association.

A state-supported program that will upgrade and expand training sessions and materials for clerks of courts and other administrative personnel is needed.

OBJECTIVE: To provide all county clerks with the necessary training to record and report data on criminal trials. The data will be included in the criminal justice information system.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for a statement on standards and goals.

IMPLEMENTATION: This program is a cooperative effort between the Clerk of the Court Association and the Board of Crime Control. During the first year funds were requested for the development of uniform reporting forms, and a procedures manual, and for travel and per diem for clerks attending training workshops.

This year's funding is for travel and per diem for new clerks of court and additional training.

This project represents a continuation of MBCC funding for an annual meeting/training session for clerks of court and any needed updating of a handbook of procedures for recording and reporting data on the disposition of criminal cases.

Any necessary technical assistance will be provided in accordance with guidelines on pages 71-73.

Future funding is anticipated through legislative appropriation to a training and education program in the judicial budget and from local appropriation. Upgrading such training opportunities may be funded partly by action grants.

SUBGRANT DATA: One subgrant will be made to the Montana Clerk of Court Association not to exceed \$900.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	900	100	1,000	90/10



## EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) This program area is not a priority category for SPA staff evaluation primarily since the minimal amount of funds does not appear to be large enough for an evaluation when an internal assessment will be sufficient. Agencies requesting funds under this program are required to perform an internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

## TITLE: City Judge Seminar (B-12)

PROBLEM: Until 1975, city court judges (formerly called police judges) had no opportunity for in-service training, although in recent years some training has been mandated for justices of the peace. At the same time that the 1975 legislature expanded the jurisdiction of city courts to be concurrent with justice courts in most matters, it provided for an annual training session for all elected and appointed city court judges under the supervision of the state supreme court. No appropriation for consultant and teaching services, materials, etc., was made; however, training sessions and workshops for lower court judges should be expanded and increased, probably on a regional basis. A variety of handbooks, forms, and checklists should be provided.

OBJECTIVE: The objective of this program is to provide an education and training seminar for approximately 60 Montana police judges. The seminar will be designed specifically to aid the police judge in his daily responsibilities as a judicial officer and to help bring him up to date on current law and court methods.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for statement on standards and goals.

IMPLEMENTATION: Funding may be requested for consultant and teaching services, teaching aids, travel and per diem, and miscellaneous operation expenses for one in-state training session for city court judges.

It is expected that in-state training programs for city judges will be combined with those for justices of the peace and will be funded from the state judicial budget with planning and arrangement responsibilities residing in the Montana Magistrates' Association.

The session will be presented under the direction and with the guidance of the Montana Supreme Court. It will be taught by Montana judges and attorneys.

The session should improve the knowledge and functioning of the police judge who attends and also provide for a more efficient lower court system.

Necessary technical assistance will be provided as outlined on pages 71-73.

SUBGRANT DATA: One subgrant to the Montana Supreme Court in an amount not to exceed \$6,500.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	6,500	800	7,300	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) This program area is not a priority category for SPA staff evaluation primarily since the minimal amount of funds does not appear to be large enough for evaluating when an internal assessment will be sufficient. Agencies requesting funds under this program are required to perform an internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Juvenile Justice Conference (B-13)

PROBLEM: As noted in the multi-year plan, in the absence of any requirement or regularized program for in-service or continuing education, many trial court judges find little time or opportunity for upgrading judicial skills.

Often, the district court judges, who are also the judges of the youth court in Montana, have little opportunity to communicate with the personnel of the other elements of the juvenile justice system except through the management and disposition of immediate problems.

Most judges are not updated on recent case law and federal legislation in the juvenile area, nor has there been a conference on Montana's new youth court act sponsored by the judiciary.

A regularized program of in-state, in-service training should be instituted for trial court judges. In the juvenile or youth court area, judges need an opportunity to become aware of the resources and problems of other aspects of the juvenile justice system. Judges and other juvenile justice personnel need education in recent developments in juvenile justice law.

OBJECTIVE: To provide in-service training on current juvenile problems and resources for 60 to 80 juvenile justice personnel.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for a statement on standards and goals.

IMPLEMENTATION: This project will provide for consultant and instructor travel and per diem, and travel and per diem for participants. The grant will also cover the costs of preparation and presentation for instructors and any educational materials employed.

Necessary technical assistance will be provided as outlined on pages 71-73.

SUBGRANT DATA: One subgrant will be made to the Montana Association of District Judges not to exceed \$15,000.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	15,000	1,700	16,700	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) It is expected an internal assessment will provide enough information to assess the project's performance. An agency requesting funds under this program is required to perform an internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Public Education (C-2)

PROBLEM: The needs to publicize the activities and functions of LEAA and the state planning agency and to promote general awareness of the criminal justice system are not generally unmet. However, police-community relations seminars held around the state demonstrated a need on the part of law enforcement agencies to communicate with the public and solicit the public's assistance and cooperation in crime prevention activities.

OBJECTIVE: This program has three interrelated purposes: to increase public awareness of the LEAA and state planning agency function; to promote general awareness of the criminal justice system; and, to assist criminal justice agencies in developing a public communication capability.

IMPLEMENTATION: Funding may be requested for personnel, operating expenses, printing, and other costs involved in dissemination of information to the public.

To accomplish the three stated objectives, the SPA will continue its present public information services. This includes continuing employment of a public information officer to produce the agency newsletter "Checkmate," routine press releases, and special documents.

The agency program will be expanded to include multi-media campaigns for criminal justice system awareness. Feature and background releases will be made to increase general knowledge of LEAA and state programs and priorities. Special campaigns will be implemented, as needed, to inform the public about changes in Montana's criminal justice system.

The third objective of building a local communication capability will be met by providing technical assistance to agencies seeking to develop local programs. This assistance is available from the SPA specialist staff or the public information officer either directly or in the role of resource coordinator.

Informally, the program will work to strengthen communication among the various agencies in the system and to increase awareness of such components as part of an overall system.

SUBGRANT DATA: One subgrant not to exceed \$27,800 is anticipated for the SPA.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	25,000	2,800	27,800	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) The agency requesting funds under this program is required to perform internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Criminal Justice Interns (C-3)

PROBLEM: Montana's institutions of higher education have made great strides in developing curricula for criminal justice education. However, education cannot take place totally in the protective environment of the academic world. Practical experience in the field is necessary if students are expected to obtain a meaningful education.

There is a need to expose criminal justice students to actual work experience. This should be in the form of an internship and available to criminal justice students, including law students.

OBJECTIVE: To provide actual work experience for 40 to 50 criminal justice and law school students through a 12-week internship with a criminal justice agency.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for a statement on standards and goals.

IMPLEMENTATION: Funding will be requested for salary, travel, per diem, and operating expenses of administering the program.

Emphasis on this program is being reduced. It is anticipated that, as funding declines, local governments will assume additional financial responsibility for the program.

Students are placed in agencies by the faculty of each institution, or the county attorney coordinator. Academy credit may be awarded for the work experience.

Through the program, students learn the realities of everyday criminal justice agency operations and gain responsibility by seeing their own impact upon the system.

The program has been beneficial to criminal justice agencies in past years in supplying needed manpower, and in recruiting students to return to work in Montana's criminal justice agencies following graduation.

Technical assistance deemed necessary to agencies will be provided as outlined on pages 71-73.

SUBGRANT DATA: Approximately 40-50 grants will be awarded to local government agencies or institutions of higher education. The Montana Association of Criminal Justice Educators will allocate a portion of the funds to be awarded to law interns and a portion to be awarded to student interns majoring or engaged in graduate work in fields related to criminal justice. The association will further apportion that segment of funds allocated to criminology interns among the colleges and universities participating in the program.

BUDGET:

	<u>LEAA</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	51,000	5,700	56,700	90/10

EVALUATION:

- a) Several projects reviewed by staff evaluators provided information used in developing this program category.
- b) Funding is provided in this program area for criminal justice interns to include LEEP students and law interns. Planning and evaluation staff decided that there is a minimal need for continued evaluation of these projects because of the minimal amount of funds involved and training is very brief.
- c) Agencies requesting funds under this program are required to perform internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Inmate Post-Secondary Education (C-4)

PROBLEM: There is a basic need to escape the routine of a structured environment, to explore capacities and interests. Prisoners can use post-secondary education for such a legitimate escape, in addition to preparing for a positive attitude upon release.

OBJECTIVE: The objectives of this program are, first, to provide college-level education to qualified inmates of Montana State Prison, and second, intensive individual counseling to strengthen positive attitudes towards education and society in general.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for a statement on standards and goals.

IMPLEMENTATION: This program is the continuation of a successful 1973 pilot program. Supplemental funding will be requested for tuition, books, and supplies for participating inmates.

Prime funding comes from Vocational Rehabilitation of Montana Social Rehabilitation Services, Veterans Administration, and beginning September 1, 1975, the University of Montana will take individual inmate applications for Basic Educational Opportunity Grants. Enrollment in the program has been increasing annually 6-10%.

The American College Test is administered to determine eligibility and an analysis of test results is provided to each inmate tested. All testing, instruction, and individual counseling is done by faculty of the University of Montana.

SUBGRANT DATA: It is anticipated that following third year evaluation and possible modification, the program will be funded through 1977.

Technical assistance will be provided as outlined on pages 71-73.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	10,000	1,200	11,200	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) It is expected an internal assessment will be sufficient for measuring program results; therefore, a SPA staff evaluation is not a priority. Agencies requesting funds under this program are required to perform an internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Equipment (D-1)

PROBLEM: Montana is basically a rural state and has many relatively small law enforcement agencies. Many of these small departments do not have adequate basic or specialized equipment to perform a multitude of varied law enforcement functions. Officers patrol large jurisdictions.

State and local criminal justice agencies require assistance to acquire the basic and specialized equipment necessary to routine operations when such is not available within their budgets.

OBJECTIVES: To assist state and local criminal justice agencies in the acquisition of the equipment necessary to perform their criminal justice functions; to increase the efficiency of the delivery of services.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for standards and goals progress.

IMPLEMENTATION: Equipment purchase policies are being revised based on listing the pieces of operational equipment the Montana Board of Crime Control will consider funding, according to board priority, justification of need, and project relation.

All other equipment requests must not be "stand alone" pieces of hardware, but must be an integral part of a larger program which demonstrates the potential to have an impact on crime reduction or increase the efficiency of the delivery of services. A definite need should be established and program objectives stated.

Technical assistance will be provided as outlined on pages 71-73.

SUBGRANT DATA: The State of Montana is divided into 5 planning regions. Each of the Region Advisory Councils will be budgeted \$20,000 and state criminal justice agencies budgeted \$20,000 as the maximum allowable to be spent on equipment funding in that particular region.

Requests from police, court, and correctional agencies at the state and local level are anticipated. As a broad range of equipment is necessary, no limit to the amount or number of grants can be made.

Funding is not available for installation costs on any type of mobile (vehicle) equipment.



BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	70,000	24,000	94,000	75/25

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) The equipment category alone will not be evaluated by SPA staff evaluators because the majority of future equipment needs are gradually becoming incorporated in project proposals and used in conjunction with overall program results. It is a category where funding is being reduced and absorbed by other programs. It is expected some equipment purchases will be evaluated as part of some project areas. Agencies requesting equipment funds are required to evaluate their equipment by providing an internal assessment of results or impact the equipment had on their department.

TITLE: Crime Lab Equipment (D-3)

PROBLEM: The Montana Criminal Investigators Laboratory's existing equipment and manpower is generally inadequate to keep up with the volume of samples local law enforcement agencies submit for analysis. This burden increases as more and more court appearances are required.

OBJECTIVES: To maintain existing service levels. To provide additional new services at the crime lab. To maintain or increase the quality of criminal investigation.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: This program is intended to continue and expand the high quality and amount of services provided by the Montana Criminal Investigation Laboratory based on criminal justice agency needs and new law enforcement techniques. Technical assistance is available as outlined on pages 71-73.

SUBGRANT DATA: One or two subgrants are anticipated to be made to the Montana Criminal Investigation Laboratory for the acquisition of additional forensic crime lab equipment.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	500	60	560	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) This category is a one-time equipment expenditure and will not be evaluated by SPA staff evaluators. The agency requesting this equipment is expected to provide an internal assessment of this equipment in terms of the impact or results this equipment had in its department.

TITLE: Court Facilities Improvement (E-3)

PROBLEM: Some courtrooms and their satellite areas, especially those areas provided for the comfort and convenience of jurors and witnesses, may require improvement of facilities.

The fundamental need is for a statewide inventory of facilities and equipment available to trial court and lower court operations. Until such an inventory is made, there may be court-related request for facilities improvement on an ad hoc basis.

OBJECTIVE: The objective of this program is the physical improvement of trial court facilities. Particular emphasis will be given to facilities for the use of witnesses, victims, and juries.

RELATIONSHIP OF STANDARDS AND GOALS: See pages 74-84 for a statement on standards and goals.

IMPLEMENTATION: Funding may be requested for renovation or improvement of any of the facilities used in District Court trials. Projects to provide or improve the facilities needed for the protection and segregation of witnesses, victims, and juries will be emphasized.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: One to 3 subgrants will be made available to district courts in a total amount not to exceed \$20,000.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	20,000	20,000	40,000	50/50

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) It has been determined that this program area is not a priority category requiring an evaluation component. It is expected an internal assessment will be sufficient for measuring program results. Agencies requesting funds under this program are required to perform an internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Juvenile Receiving Center (E-4)

PROBLEM: Twenty-six percent of the youth referred to Montana's juvenile courts are detained. There are only two nonsecure facilities in the state equipped to handle court-referred youth. County jails handle all the rest. Few of these jails are adequately equipped to serve juveniles.

Over 50% of these youth (90% of female detainees) have committed no criminal offense.

There is a need for a comprehensive program to establish facilities for those youth not requiring secure custody. These facilities should also lend themselves to conducting diagnostic services needed to make adequate dispositions.

OBJECTIVE: The objective of this program is to provide facilities for the temporary custody of juveniles awaiting disposition, foster home placement, or transfer.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for a statement on standards and goals.

IMPLEMENTATION : Funds may be requested for personnel, acquisition, and renovation of a facility, equipment and/or operating expenses for 3 short-term facilities. The model facility will be established under the supervision of a juvenile court and under no circumstances will it be included in a county or city jail. Funds will not be available for facility construction.

Juveniles will be referred to the shelter by service agencies or the juvenile court. A maximum holding period will be established to insure a speedy disposition of the juvenile's case. Ideally, the facility will be used as a center for evaluations and other pre-disposition activities involving juvenile offenders.

Following evaluation of the model program, and any necessary revisions, state financial support will be sought for expansion of the program. The amount of federal involvement necessary through the multi-year period has not yet been determined.

Agencies requesting funds in this program are encouraged to request SPA technical assistance in writing their subgrant narratives to include evaluation criteria. See pages 59-63 for guidelines.

SUBGRANT DATA: One or 2 subgrants, not to exceed \$40,000, are anticipated under this program. Subgrants will be awarded to county governments and administered by Youth Court officials. Only those applicants meeting subgrant narrative requirements will be funded. It is estimated that \$30,000 will be used for the program, with a match ratio of 90/10, and \$10,000 for construction, with a match ratio of 50/50.

BUDGET:	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	40,000	23,000	63,000	90/10 50/50

#### EVALUATION:

- a) One current and one expired project were reviewed by staff evaluators and used to provide information in continuing this program.
- b) Twenty-three percent of the total allocated funds in the 1975 action grant year received evaluation input. The program will be continued based on much of the information obtained from evaluation efforts.
- c) Based on planning desire for more evaluation input to determine whether the program should be continued, modified, or terminated relative to 1976 action grant year projects, this program is considered a high priority in the juvenile planning area. At least 1 project will receive a level 2 evaluation by SPA staff evaluators.

TITLE: Local Jail Improvement (E-5)

PROBLEM: According to a 1973-74 jail survey, most local Montana jails have been rated fair to poor by sanitation, safety, and security standards.

OBJECTIVE: To help alleviate sub-standard conditions in local jails.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: All local jail requests will be considered if the agency can show the improvement will aid in the humane detention of individuals in terms of safety, sanitation, and security. Funds will be allocated to those facilities which can document the need for such improvement. Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: The sum of \$18,000 shall be made available to each region for local jail improvement. The number of subgrants from the region shall be at the discretion of each Region Advisory Council.

BUDGET:

	<u>LEAA</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	90,000	90,000	180,000	50/50

EVALUATION:

- a) One project reviewed by staff evaluators provided some information used in developing the program and projects for this program category.
- b) Three percent of expended funds in the 1975 action grant year received evaluation input. This evaluation input was used to determine continued funding of this program area.
- c) Planning and evaluation staff decided a medium priority for evaluating projects in this program area. At least 1 project will receive a level 2 evaluation by SPA staff evaluators to assess program results. Agencies requesting funds under this program are encouraged to obtain SPA staff assistance in developing their subgrant narrative to evaluation criteria, or to assist them in developing a capability for internal assessment at the local level. See instructions on pages 59-63.

TITLE: Criminal Justice System Workload Analysis (F-3)

PROBLEM:

a) Police: Ineffective deployment of manpower to non-police duties reduces the capability of most agencies to handle criminal complaints and investigations.

b) Courts: Population redistribution and an immense amount of new constitutional and statutory law with exclusive jurisdiction reposing with the district courts has resulted in increased and disparate workloads.

Judges have insufficient time to do adequate legal research and must depend on attorneys' briefs for adequate discussion of the law involved.

Prosecution and defense are plagued with problems similar to those of the judges.

c) Corrections: Completion of the new prison facility will necessitate the need for technical assistance in manpower deployment and workloads.

OBJECTIVES: To increase the efficiency of manpower deployment and workload in criminal justice agencies.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: Funding may be requested for consultant's fees, operating expense, printing and distribution of the workload analysis.

The analysis of the workload should determine the nature and volume of demands for service and the time expended in these services by personnel.

The model system should be applicable statewide if there are similar criminal justice agencies.

Technical assistance will be available as outlined on pages 71-73.

Prior to making an application for funds under this program the applicant agency should contact the Montana Board of Crime Control. Resource deployment programs are available utilizing State Planning Agency and/or LEAA Regional Office Staff.

SUBGRANT DATA: This program is anticipated to fund one or 2 state or major county criminal justice agencies.

The criminal justice agency must meet the criteria to be set for the study base.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	5,000	600	5,600	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) This program area is not a priority category for SPA staff evaluation primarily since the minimal amount of funds does not appear to be large enough for an evaluation when an internal assessment will be sufficient. Agencies requesting funds under this program are required to perform an internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Consolidation and Special Cooperative Crime  
Impact Projects (G-1)

PROBLEM: While construction of modern law enforcement facilities is too costly for most individual communities, such facilities are essential to improved law enforcement.

Services, support systems and facilities are duplicated by police and sheriff agencies while available skilled, sworn manpower is inadequate to meet the demands for service within the community.

More than half of Montana's 56 counties do not receive 24-hour law enforcement service.

OBJECTIVES: To encourage the consolidation, partial or total, of local law enforcement facilities, services, and operations by providing funding incentives.

The long range objective is to provide a more efficient police service to Montana citizens at a reasonable cost to local governments.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: Local governments may request funds for surveys, planning, design, construction, and remodeling of facilities to execute total consolidation or cooperative service consolidation of detention, records, communication, investigation, and joint facilities.

Funds are being made available to local governments interested in exploring the alternatives of consolidation and implementing such plans.

Technical assistance to local governments studying consolidation alternatives is being provided by the Technical Assistance Division of L.E.A.A. in cooperation with the planning staff of the Board of Crime Control.

Over the remaining multi-year period, funds will be allocated according to the interest generated in this program by the prior year activities.

SUBGRANT DATA: No funding will be available unless a sub-grantee has a documented commitment from local government and other agencies involved and submits a preliminary plan to the Montana Board of Crime Control.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	277,600	111,000	388,600	90/10 50/50 Construction



## EVALUATION:

- a) Seven current or expired projects reviewed by staff evaluators provided information used in developing the program and projects for this program category.
- b) Fifteen percent of the total funds allocated in the 1975 action grant year received evaluation input. This evaluation input was used to determine progress and problems provided to management for the decision-making process for continuation of this program. Based on marked improvement in local projects, the program will continue.
- c) Increased funding is provided in this program area and project replication is expected. Evaluation is a priority in the law enforcement area as determined by the evaluators and planners in order to further gather sufficient data to assess projects and determine funding of future projects. At least three projects (one each in the low, medium and high population areas) will be evaluated at a level of 2 or 3 by SPA staff evaluators. Agencies requesting funds under this program area are required to obtain SPA staff assistance in completing their subgrant narrative to include evaluation criteria.

## TITLE: Target-Crime Areas (G-2)

PROBLEM: The major problems in the target crime areas are similar to problems throughout the state and are included within the general problem statements of this plan for the entire criminal justice system.

This program addresses problems that are both crime reduction oriented and systems capabilities oriented. No adequate funds have been budgeted for this program.

OBJECTIVE: To provide development and implementation funds to areas of high crime incidence selected by the Board of Crime Control.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for Standards and Goals progress.

IMPLEMENTATION: The Board of Crime Control has selected burglary as the target-crime, based upon current crime data analysis.

The areas selected for the development of specific crime impact projects are Billings (Yellowstone County), Missoula (Missoula County), and Great Falls (Cascade County).

Continuation funds will be provided for the crime impact strategy in 2 of the target-crime areas. Development funds will be made available to the third target-crime area (Cascade County). All elements of the local criminal justice system will participate in the development and implementation of the strategy.

The initial steps in the Cascade County project will be concerned with establishing a project coordinator and providing the requisite training in the theory and design of a crime impact strategy.

Training will include basic management by objectives (MBO) theory and practice and will be provided for all participants in the development of the local strategy to reduce burglary.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: Two subgrants in the amount of \$150,000 will be made available for the continuation and implementation of the Missoula and Billings Target Crime areas. One subgrant of \$70,000 will be made available to Cascade County (Great Falls) to design a crime impact strategy.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	370,000	42,000	412,000	90/10

Joint Part "C" and Part "E" funding is not anticipated for this program.

EVALUATION:

- a) Two projects reviewed by staff evaluators provided information used in developing the program and projects for this program category.
- b) All of the expended funds in the 1975 action grant year received evaluation input. This evaluation input was used to determine progress and problems provided to management for the decision making process for continuation of this program. Based on local projects, the program will continue.

- c) This program is high priority for results/impact measurement for evaluation in the 1976 grant action year. It is expected that evaluations will be contracted for 2 projects; therefore, these 2 projects will receive a level 1 evaluation by SPA staff evaluators. Also 1 project in the planning phase will receive a level 2 evaluation by SPA staff evaluators. Agencies requesting funds in this program are strongly recommended to request SPA technical assistance in writing their subgrant narrative to include evaluation criteria. Applicants should meet subgrant narrative requirements listed in pages 59-63.

TITLE: Supreme Court Study of the Rules of Evidence (G-3)

PROBLEM: Montana rules of evidence have grown by accretion over the last century and are widely scattered among statutes and case law. For 3 years, a commission named by the supreme court has been at work collating rules of evidence and drafting a new statutory code for legislative consideration.

Financial support is needed by the evidence commission to complete and publish a draft of proposed rules of evidence.

The Supreme Court Study group on the Rules of Evidence require an additional \$10,000 because initial start-up time on the project was not met as originally submitted due to the mechanical processes of appointment of Council members, hiring of staff, etc. The study group hopes to present a package of the new rules to the Montana Supreme Court by September, 1976. The deadline will also enable the study group to present the proposed rules to the Supreme Court and also allow ample lead time for review by attorneys within the state following adoptions by the Supreme Court. It is hoped that this package will be adopted by the Supreme Court as the new rules which will then be reviewed and/or modified by the Montana State Legislature which will convene in January, 1977. The additional \$10,000 will enable the study group to hire sufficient research and support staff to finalize the package of new rules by September, 1976, for presentation to the Supreme Court.

OBJECTIVE: To allow completion of a draft code of rules of evidence and ensure its preparation in a form suitable for consideration by the bench, bar, and legislature.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for statement on Standards and Goals.

IMPLEMENTATION: The program includes travel and per diem for one or more final meetings of the Commission and funding for publication of their final report and their proposals for modification and codification of the rules of evidence.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: One subgrant not to exceed \$10,000 will be made to the Montana Supreme Court for the use of the Commission.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	10,000	1,200	11,200	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) It has been determined that this program area is not a priority category requiring an evaluation component. It is expected an internal assessment will be sufficient for measuring program results. The agency requesting funds under this program is required to perform an internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Victimization and Offender Restitution Study (G-5)

PROBLEM: Millions are expended annually to maintain order in Montana and each year hundreds of innocent victims of violence are maimed, permanently disabled, or worse. While society in general may commiserate with the victims on their cruel misfortunes, sympathy will not mend broken bodies and compassion will not relieve the terrible suffering and mental anguish of these victims and their loved ones. Many of these people are forced to endure months and even years of lost time from their jobs and substantial medical expenses.

In most cases the innocent victim of crime has no civil remedy for reparations, either because the offender is not apprehended or because he is "judgment proof."

There is an increasing number of criminal acts being perpetrated upon the public and the normal insurance coverage a citizen may have is inadequate in most cases.

Regrettably, in Montana and most states, the entire financial burden is placed upon the victim.

OBJECTIVES: This program is designed to:

1. Explore the concept of restitution by the offender.
2. Study all available resources and develop plan of action for the state of Montana by compiling data and statistics of crime in the major population centers of the state and also rural Montana - where information is available.
3. Develop a means to establish the level of offender restitution that should be granted to the victim; whether such should be paid before or after all other forms of insurance have been calculated; show a need where necessary for emergency needs of the victim; establish the minimum and maximum that shall be compensated by the offender.
4. Decide a schedule of losses to be covered, such as expenses actually and reasonably incurred as a result of the personal injury or death of the victim, loss of earning power as a result of total incapacity of such victim, pecuniary loss to the dependent of the deceased victim.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for a statement on Standards and Goals.

IMPLEMENTATION: Funding will be made available to the Montana Catholic Conference to conduct the study of victims of crime and offender restitution. The study will be prepared with the idea of presentation to the State Legislature.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: One subgrant not to exceed \$20,000 will be made available to the Montana Catholic Conference to implement this program.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	20,000	2,300	22,300	90/10

Joint Part "C" and Part "E" funding is not anticipated.

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) Because of the cost and nature of this project, this program area is given priority for evaluation in order to gather sufficient data to assess the results and benefits/problems of a study of this nature. The project funded under this program will be evaluated at a level 2 by an SPA staff evaluator. The agency requesting funds under this program area is required to obtain SPA staff assistance in completing its subgrant narrative to include evaluation criteria.

TITLE: Community Awareness, Criminal Justice Agencies (H-1)

PROBLEM: Many criminal justice agencies are misunderstood by the media and the public. Criminal justice without citizen cooperation often operates in a vacuum of apathy.

Law enforcement agencies often cannot identify problem crimes and high crime areas and, consequently, cannot effectively combat crime or deploy patrol personnel.

The lack of public information programs is acute. Such programs are needed to encourage crime prevention and reduction, and active citizen participation in criminal justice service and responsibility.

**OBJECTIVES:** To assist criminal justice agencies in developing the capability to maintain public information programs.

To encourage projects oriented toward crime prevention, citizen cooperation, promotion of public trust or understanding, discouragement of delinquency, or any other purpose for which a need for improved interaction between the criminal justice system can be demonstrated and an improvement of communication anticipated.

**RELATIONSHIP TO STANDARDS AND GOALS:** See pages 74-84 for Standards and Goals progress.

**IMPLEMENTATION:** Funding may be requested for personnel, transportation, per diem, equipment, operating expenses, and hand-outs and/or display materials to encourage citizen understanding and involvement in criminal justice activities. Criminal justice agencies which determine a problem area or a specific need for public cooperation may apply for funding.

The state planning agency staff will assist the agency in developing effective methods of communication and will coordinate local programs to avoid duplication of efforts.

Technical assistance will be available as outlined on pages 71-73.

**SUBGRANT DATA:** A number of subgrants ranging from \$500 to \$10,000 are anticipated. Criminal justice agencies identifying a specific need and/or a specific plan for improved communication are eligible for funding under this program.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	20,000	2,300	22,300	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) This program category will be considered for evaluation in order to obtain sufficient data to assess results, problems or benefits in community awareness programs. One project will be evaluated at a level 2 by an SPA evaluator. Agencies requesting funds under this program are required to obtain SPA staff assistance in completing their subgrant narratives to include evaluation criteria.

TITLE: Intensive Counseling Services (H-2)

PROBLEM: Personnel working with youth in Montana's juvenile justice system often become locked in to the procedures of processing youth. Failures with new techniques, and budgetary restraints often prevent the staff from trying new programs or ideas. The day-to-day procedures become a rut, and it becomes increasingly difficult to remain open minded, and explore new ideas.

There is a need to support and encourage the development of new techniques in this field. This support is often not available from state and local government, and should be provided initially from federal sources.

OBJECTIVE: The objective of this program is to reduce the incidence of juvenile recidivism by providing intensive counseling to seriously disturbed youth. Funding will be provided for 3 juvenile courts to supervise counseling programs which are far more intense than typical probation.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for standards and goals progress.

IMPLEMENTATION: Funds may be requested for personnel, consultant fees, transportation, per diem, and operating expenses.



Several approaches to altering the behavior patterns of youth will be used to implement this project. All of the youth participating in the project will be hard-to-reach youth who have not benefited from traditional probation. Strict records will be kept on the participating youth to determine the effectiveness of the program. The program approaches will consist of group counseling, outwardbound type experiences, family counseling, and intensive supervision. Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: Three subgrants ranging from \$2,000 to \$4,000 are anticipated under this program. The funds will be granted to units of state or local government.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	10,000	1,200	11,200	90/10

EVALUATION:

- a) Two projects reviewed by staff evaluators in the 1975 grant action year provided information to determine continued funding of this program.
- b) Increased funding is provided in this area, partially due to evaluation data indicating success and providing data bases for future planning in the projects currently underway. Planning and evaluation staff decided a minimal need for continued evaluation of this program area. The project now in progress will provide sufficient information for evaluation.
- c) Agencies requesting funds under this program are required to perform internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Court Pre-Sentence Screening and Community-Based  
Treatment (H-4)

PROBLEM: Pre-sentence screening and evaluation is frequently inadequate for sentencing purposes, as are community facilities that would increase sentencing options.

Sentencing and commitment alternatives have recently been expanded in one of Montana's three major urban areas by the community addition of a mental health center, but the judicial district has insufficient financial resources to make use of the facility for pre-sentence evaluation or for the prescription of community-based treatment for certain criminal defendants as an alternative to commitment to the state mental hospital.

Improvement of pre-sentence evaluation and screening is needed, together with a viable option of community-based treatment for some criminal defendants as a condition of deferred imposition of sentence or suspension of sentence.

OBJECTIVE: Approximately 130 criminal defendants will be evaluated before sentencing and/or treated by the mental health center in the Eighth Judicial District.

RELATIONSHIPS TO STANDARDS AND GOALS: See pages 74-84 for standards and goals progress.

IMPLEMENTATION: The principal requirement will be funding to meet the costs and charges of the mental health center for making evaluations and conducting any course of treatment. There may be some local planning and clerical costs involved. It is anticipated that the county budget will be framed to assure continuation of funding.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: One subgrant to the Eighth Judicial District not to exceed \$10,000 is involved.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	10,000	1,200	11,200	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) The SPA planner assigns this program highest priority in the courts area for evaluation in order to gather sufficient data to assess results, problems or other benefits particular to a project of this nature. The SPA evaluation staff will evaluate this project at a level 2. Agencies requesting funds in this program are encouraged to request SPA technical assistance in writing their subgrant narrative to include evaluation criteria. Only those applicants meeting subgrant narrative requirements listed in pages 59-63 will be funded.

TITLE: Criminal Justice Information System (I-1)

PROBLEM: All criminal justice agencies will require substantially more information in the next ten years. This information must be timely and in proper format to aid in decision making. It will be required for both operational and management purposes.

OBJECTIVES: To expand the capability of the state planning agency to gather and analyze information concerning criminal activity in Montana and the functioning of all parts of the criminal justice system.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for standards and goals progress.

IMPLEMENTATION: Funding will be requested to support on-going computer applications, expenses incurred in the design and development of new systems or applications, and providing personnel support for new applications.

The Board of Crime Control is moving away from system improvements and more toward crime specific planning. In order for this to be successful the criminal justice data center will need to look at target crimes in more detail than has been the case to date. In addition new information bases must be programmed for rapid retrieval and flexible analysis of accumulated data. Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: One grant to the SPA in the amount of \$40,000 is anticipated.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	40,000	4,500	44,500	90/10

EVALUATION:

- a) ,No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.

- c) This program area is not a priority category requiring SPA staff evaluation component. It is expected an internal assessment will be sufficient for measuring program results. The agency requesting funds under this program is required to perform an internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Communications (I-2)

PROBLEM: Many law enforcement agencies do not have continual contact with their sworn officers during the officers' tours of duty.

Some law enforcement agencies do not have adequate station to station communications equipment.

Some criminal justice agencies that require communication capabilities with their personnel do not have the necessary equipment.

OBJECTIVES: To have immediate communications capabilities with each sworn officer while he or she is on duty.

To continue the implementation of a statewide law enforcement communication system to the level previously established in the overall communication plan.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for standards and goals progress.

IMPLEMENTATION: Funding may be requested for radios and auxiliary equipment such as repeater hardware and computer relays installation, and technical assistance.

The Board of Crime Control is funding the State Communications Division to provide user assistance in licensing, frequency coordination, engineering trouble shooting, and preparing specifications for bidding. The Communications Division provides direction and technical assistance in all areas of communications improvement.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: Any communications equipment purchased must meet the standards and prices as set by the state purchasing agency. The State Communications Division reviews each subgrant application to determine that the requested equipment meets the specifications established in the state communication plan.

One or 2 subgrants will be made to the Department of Administration for technical assistance. Additional subgrants will be made to state and local government units for equipment and services within the state communications plan.

Funding will not cover the installation costs of mobile (vehicle communications equipment).

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	88,500	29,500	118,000	75/25 90/10 on repeaters

EVALUATION:

- a) One project reviewed by staff evaluators provided information used in developing the program and projects for this program category.
- b) Eighteen percent of the total funds allocated in the 1975 action grant year received evaluation input. This evaluation input was used to determine progress and problems provided to management for the decision making process for continuation of this program. Based on marked improvement in local projects, the program will continue.
- c) This program category is in the process of gearing down; therefore, future evaluation need for decision making will decrease. No SPA staff evaluations will be done. It is expected an internal assessment will be sufficient for measuring program results. Agencies requesting funds under this program are required to perform internal assessment of their project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Law Enforcement Teletype System (I-3)

PROBLEM: There is a need for communications capabilities between all law enforcement agencies within the state and the nation for the exchange of criminal justice information. Criminal justice agencies are restricted to jurisdictional boundaries while criminal activity knows no bounds.

OBJECTIVE: To maintain, upgrade, and expand the use of the Montana Law Enforcement Teletype System.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for standards and goals progress.

IMPLEMENTATION: Funding will be requested for personnel, transportation, per diem, equipment, and operating expenses associated with the teletype system.

In 1976 LETS will continue its attempt to bring on-line each law enforcement agency in the state which has a 24-hour operation. The staff will encourage rural departments to install compatible terminals to interface with the nearest large department on-line.

It is anticipated that the 1976 action year will be the final year for the necessity of federal support for the Law Enforcement Teletype System.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: One subgrant not to exceed \$50,000 will be made to the Department of Justice, of which the teletype system is a bureau.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	50,000	5,600	55,600	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.

- c) The project in this program has no SPA staff evaluation priority. It will be in the last year of federal support and is not anticipated that funding will be continued after the 1976 action grant year. The agency requesting funds under this program is required to perform internal assessment of its project. Guides for preparing a subgrant application narrative capable of internal assessment are outlined in pages 59-63.

TITLE: Criminal Justice Information System Services (I-4)

PROBLEM: An integrated network of criminal justice information systems must be implemented for collecting, processing and disseminating data. Considerable use of the latest information system technology involving computers, telecommunications and terminals will be required to operate a single, complete information network linking all criminal justice agencies. The network must be operational on a 24-hour, seven-day-a-week basis.

The criminal justice system network must correspond to four levels of governmental jurisdiction: the federal government, the state, local jurisdictions, and the information needs of individual criminal justice components: police, courts, and corrections.

OBJECTIVE: To develop and implement information or operational systems to enhance the capabilities of agencies in the criminal justice system.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for standards and goals progress.

IMPLEMENTATION: The MontanaSPA has assumed the leadership for the development of a statewide information systems plan. Until such time as the plan is completed there will be a moratorium on the purchase of computer hardware and software with LEAA funds.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: One or 2 subgrants are anticipated upon completion of the statewide system plan to start the implementation.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	150,000	17,000	167,000	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in development of this program.
- b) There has been no evaluation data available to influence the development of this program.
- c) The planners desire more evaluation input to determine whether the program should be continued, modified, or terminated. It is expected there will be a high demand for funds from this program category and the chance of replication is expected; therefore, this program is considered a high priority in the systems services for evaluation. Approximately two grants will be evaluated, one at a level 2 and one at a level 3, by SPA staff evaluators. Agencies requesting funds in this program are strongly recommended to request SPA technical assistance in writing their subgrant narratives to include evaluation criteria. Only those applicants meeting subgrant narrative requirements listed in pages 59-63 will be funded.

TITLE: Juvenile Probation Information System (I-5)

PROBLEM: Montana's juvenile court system is composed of 18 separate judicial districts, each of which has its own juvenile probation department. Records and information about the activities of these departments are virtually nonexistent. Each department has some type of recordkeeping system but these vary tremendously in levels of sophistication. The Board of Crime Control has maintained a central record-keeping system for several years, but information is based on referrals rather than actual youth served.

There is a tremendous need for an information system that will provide management information to the courts that is timely and meaningful. This information should also have the potential of being aggregated at the state level for purposes of statewide planning.



OBJECTIVE: The objective of this program is to provide juvenile probation officers throughout the state with a new computerized information system geared especially to their needs. The system will be designed to provide each probation officer specific summary reports that will enhance his ability to manage his day to day activities. In addition the system will supply the SPA with a wealth of new information relating to juvenile activity in the criminal justice system.

Juvenile probation officers will be heavily involved in the design of this program.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for standards and goals progress.

IMPLEMENTATION: Funding will be requested to support design and development activities, computer support, printing of input forms, and travel and per diem.

Technical assistance will be available as outlined on pages 71-73.

SUBGRANT DATA: One subgrant to the SPA in the amount of \$20,000 is anticipated.

BUDGET:

	<u>L.E.A.A.</u>	<u>State or Local</u>	<u>Total</u>	<u>Percentage</u>
Part C	20,000	2,300	22,300	90/10

EVALUATION:

- a) No sources of evaluation data were consulted in developing this program.
- b) There has been no evaluation data to influence the development of this program.
- c) In order to gather sufficient data for funding determination for continuing projects in this area in the future, this program area has been designated a high priority for evaluation. The project funded will be evaluated at a level two, and the agency requesting funds under this program is requested to obtain SPA staff assistance in completing its subgrant narrative to include evaluation criteria.

TITLE: Juvenile Detention & Diagnostic Services

PROBLEM: The state of Montana is at a crossroads in terms of detention and diagnostic services for youth. Three communities in the state have taken preliminary steps toward establishing detention centers for pre-dispositional care for youth. The Legislature has recognized the problem and passed a resolution mandating a statewide comprehensive plan for youth detention and shelter care services. The Department of Institutions has discussed the possibility of removing the diagnostic function from its juvenile institutions and contracting with local agencies for these services. These diagnostic services would be compatible with detention programs contemplated by communities.

OBJECTIVE: The objective of this program is to establish 2 facilities to provide detention services and diagnostic services for youth awaiting final disposition by the court.

RELATIONSHIP TO STANDARDS AND GOALS: See pages 74-84 for a statement on Standards and Goals.

IMPLEMENTATION: Following completion of the comprehensive plan for detention and shelter care services, funds will be awarded to programs that will help implement the plan.

Funds may be requested for personnel, acquisition and renovation of a facility, equipment and operating expenses for 2 facilities. The facilities will be governed by recommendations of the detention plan and will probably include a combination of state, local, and private agencies. The agencies to be directly involved will include the juvenile court, Department of Institutions, and the local Mental Health Center.

SUBGRANT DATA: One or 2 subgrants, not to exceed \$200,000, are anticipated under this program. Subgrants will be awarded to either state or local government depending on the recommendations of the comprehensive detention plan.

BUDGET:	<u>LEAA</u>	<u>State/Local</u>	<u>Total</u>	<u>Percent</u>
Part E	200,000	20,000	220,000	90/10

EVALUATION:

This program has high priority for evaluation in the 1976 grant action year. Project(s) funded under Part E should consider allocating at least 10% of their total budget to contract an evaluation of results/impact. If contracted, the project will receive a "level 1" evaluation by SPA staff evaluators. Agencies requesting funds from Part E are strongly recommended to request SPA technical assistance in writing their narratives to include evaluation criteria and oversee contract selections.

## PREPARATION OF SUBGRANT APPLICATIONS



# PREPARATION OF SUBGRANT APPLICATIONS

## GENERAL INSTRUCTIONS

Complete the application in triplicate.

Local Agencies -- please submit the completed application to your Regional Advisory Council. Forward the original and one copy to the Region and retain the third for your record.

State Agencies -- please submit the original and one copy directly to the Board of Crime Control (MBCC) and retain the third for your record.

### Addresses of Field Representatives

#### Region I

Earl C. "Duke" Willey  
Room 603  
Western Bank Building  
Missoula, Montana 59801  
Phone: 243-5795

#### Region III

Paul Ferda  
1308 12th Avenue South  
Great Falls, Montana 59401  
Phone: 727-4544

#### Region II

A. J. "Jack" Lodell  
P. O. Box 467  
Anaconda, Montana 59711  
Phone: 563-3970

#### Regions IV and V

Ed Kilzer  
Room 217  
208 North 29th  
Billings, Montana 59101  
Phone: 657-2201

If you have any questions, or need assistance in completing your subgrant application, please contact your field representative or the Board of Crime Control, 1336 Helena Avenue, Helena, Montana 59601; phone, 449-3604.

For detailed instructions, please refer to:

LEAA Financial Guidelines  
MBCC Subgrant Financial Guidelines

### INSTRUCTIONS FOR PAGE 1 OF SUBGRANT APPLICATION

Applicant Agency: Enter the name and address of the agency that will receive the grant.

Project Director: Enter the name of the person who will have the responsibility for the operation and financial administration of the project.

Project Title: Include a title for your project.

Project Duration: Include the actual start/finish dates proposed for your project. On short-term applications, i.e., equipment, communications, training, etc., include estimated date of final expenditure.

Type of Application: Check one of the boxes.

Other Federal Support: Please identify any other federal program that provides financial support to this project.

INSTRUCTIONS FOR PAGE 2 OF SUBGRANT APPLICATION

Instructions for Computing Project Budget

1. Sections A through E are the basic budget categories to be used for subgrant applications. A brief description and cost of each item should be listed in the proper section. See example below:

PROJECT BUDGET		
<b>A. Personnel</b>		
Two deputy juvenile probation officers \$10,000/yr.	\$20,000.00	
One Secretary \$6,500/yr.	6,500.00	
Employee Fringe Benefits - 15% of Salaries	3,975.00	
	Total	\$30,475.00
<b>B. Consultant Services</b>		
Two consultants for two days at \$90/day	\$ 360.00	

2. Section F: Write in total budgeted costs of the project. Combine totals of Sections A through E.
3. Section G: Write in percentage and dollar amount of total project costs requested from Montana Board of Crime Control.

Section H: Write in percentage and dollar amount of total project costs committed to project by applicant agency. (Federal funds from other sources may not be used.)

To determine the percentages for calculating sections G and H, consult the following table:

PROGRAMS	LOCAL APPLICANTS		STATE APPLICANTS	
	MBCC Share	Applicants Share	MBCC Share	Applicants Share
Manpower: First Year Funding	80%	20%	75%	25%
Second Year Funding	55%	45%	50%	50%
Third Year Funding	30%	70%	25%	75%
Post Certified Manpower. First Year Funding	55%	45%	50%	50%
Second Year Funding	55%	45%	50%	50%
Equipment and Communications	80%	20%	75%	25%
Construction	50%	50%	50%	50%
All Other	95%	5%	90%	10%

### INSTRUCTIONS FOR PAGE 3 OF SUBGRANT APPLICATION

#### Instructions for Completing Budget Narrative

Explain the relationship among budgeted items listed on page 2 and project activities. Include information (data and criteria) as to how you arrived at budget estimates. Discuss these items by category. For example, completely describe all activities in Section A, Personnel (if used), and move to next applicable section. Some items to consider for each budget category are as follows:

#### A. Personnel

1. How were salary rates determined?
2. What is included in fringe benefits?
3. What project-related function does budgeted employee perform?

#### B. Consultant Services

1. What is the daily fee of consultant?
2. What project-related service will consultant provide?

#### C. Travel & Per Diem

1. What are mileage and per diem rates?
2. Is mileage and per diem directly related to project activities?
3. If out-of-state travel is anticipated, give particulars (i.e., location, state, dates, purpose).

#### D. Equipment

1. Description of equipment: make, model, etc.
2. What is unit cost?

E. Operating Expense

1. Show approximate square feet of rental space.
2. What is included in utilities?
3. Show basis for determining postage, consumable supplies, etc.
4. Registration costs and/or tuition. Provide description of what the costs cover.

If the operations of this project are expected to generate income, please discuss possible sources, amounts, and how it will be used.

INSTRUCTIONS FOR PAGE 4 OF SUBGRANT APPLICATION

Steps for Writing Subgrant Narrative

Please complete the following steps for your subgrant narrative:

1. DEFINE THE PROBLEM. Identify and explain the specific problem(s) of your department.
2. EXPLAIN THE NEED. Needs are those things necessary to solve or lessen the needed resources, such as equipment, manpower, or other available services.
3. SUPPORT DATA. Accurate information is necessary to support the problem. Pertinent data, such as caseload, number on staff, workloads, area population, area coverage, and special situations.
4. OBJECTIVES. An objective is a specific statement of a measurable end result to be achieved within a stated period of time. It must be obtainable, realistic, and directly related to your problem and needs, such as what you plan to do, by when (date), and cost to reach objective.
5. IMPLEMENTATION & OPERATION. Implementation and operation is a course of action of planned activities to reach your objective. Outline your activities in your subgrant narrative.
6. EVALUATION. To effectively assess the results of your project, you should determine:
  - (1) What data will be collected;
  - (2) How will data be recorded;
  - (3) Who will keep records;
  - (4) Time schedule for compiling data; and,
  - (5) How will data be analyzed.



7. REPORTING. Determine and outline a narrative reporting schedule for your project.

- (1) Short duration projects (one-time expenditures) will submit a final narrative report only;
- (2) Long duration subgrants will report quarterly unless otherwise determined in a pre-application conference; and,
- (3) The first quarterly report will be due 30 days after the close of the first FULL quarter.

INSTRUCTIONS FOR PAGE 5 OF SUBGRANT APPLICATION

Note: Prior to signing or securing signatures, please read all special assurances and conditions listed on page 5. You are obligated to comply with these provisions upon receipt of grant award.

INSTRUCTIONS FOR PAGE 6 OF SUBGRANT APPLICATION

Subgrant Certification

Official Agency Representative: The person to sign here is the administrative head of the unit of government from which the application originates; that is, County Commissioners or Mayors and Department Heads in state agencies.

Project Director: This person will have the responsibility for the operation and financial administration of the project.

Financial Officer: This person will be responsible for the financial control of the project.

Clerk or Clerk and Recorder: The signature of this person is required due to shared financial and informational responsibility.

Note: Duplication of responsibilities by one individual for the positions described above is not acceptable.



## PROVISION FOR EVALUATION



The Montana Board of Crime Control has planned for the need of evaluation by establishing an evaluation team within the agency. An evaluation strategy has been designed to encompass the process of determining the value or success in achieving the pre-determined objectives or accomplishments of programs and projects operating with LEAA funds.

### Evaluation and Planning

Evaluation is basically an assessment of accountability and program activity that is essential to the decision-making process of the Montana Board of Crime Control. Evaluation is a continuing process which takes place before, during, and after the implementation and completion of a project. One of the major goals of the Board of Crime Control is to incorporate evaluation as an integral part of the total planning methodology. Major steps toward this goal have been established and more steps toward integration will be accomplished during the coming year.

Staff members and the evaluation team have worked together to completely revise and simplify the subgrant application and the accompanying instruction booklets that are used by all subgrantees. Evaluation priorities and criteria have been established by planners and evaluators. A sound program rationale is required in the description of the project. Evaluation is no longer performed as an after thought, but is incorporated as the initial part of the subgrant development. The evaluators provide technical assistance to the subgrantee in writing the program narrative and developing quality objectives.

All subgrants pre-determined to meet evaluation criteria established by the SPA will be required to contain clear and quantifiable statements of their expected results and all major applications must be accompanied with pertinent support data. This will help applicants define more clearly what they want to accomplish and will assist in structuring projects. The SPA will encourage realistic planning in the design of subgrant applications and will assist with the evaluation plans to help generate quality subgrant applications.

A member of the evaluation team has met with each staff specialist to become familiar with the entire scope of his assigned program area. Each program area for 1976 was discussed in detail to determine priorities for evaluation. After all pertinent information was compiled, an evaluation strategy was developed, identifying priorities for evaluation for all major 1976 program areas. In the discussions, the projects were selected for evaluation according to the following considerations and planning needs:

1. chance of replication;
2. controversial nature of project;
3. political implications;
4. budget allocation;
5. planning priorities;
6. high and low crime areas;
7. geographic and demographic features;
8. continuation projects;
9. use of evaluation results by SPA and local agencies;
10. review of prior projects;
11. evaluation capability and time; and,
12. planner expectations.

### Evaluation Strategy

The culmination of the cooperative planning between the evaluation team and the planning specialists has led to the development of an evaluation schedule which identifies priorities and the type of evaluation to be conducted with each program area. Evaluation will be initiated on approximately 40 percent of total funds awarded to applicants during the 1976 calendar year. Approximately \$800,000 of funded projects will receive some level of evaluation. In addition, Part E funds will receive contract evaluation. Evaluation will be initiated on at least 23 projects within the 1976 calendar year.

### Levels of SPA Evaluations

#### Level 1:

The SPA Evaluation staff will review reports submitted by the subgrantee. The results will be analyzed in terms of outcome, impact, noted changes, and unexpected results. Based on this analysis, where no stringent measurement criteria were required, the evaluation staff will prepare reports.

Subgrantees will be required to conduct an internal assessment of their own project results in accordance with the program narrative requirements described in the Montana Board of Crime Control booklet "Instruction for Grant Application." In addition, the SPA evaluation staff will provide reports, analyzing contract evaluations that are performed.

## Level 2:

Projects determined to be intensively monitored by SPA staff evaluators are required to receive pre- and post-application conferences so that indicators and measures for internal assessment and methodology for data collection can be determined as outlined in the BCC subgrant application instruction booklet. SPA evaluators will report performance/process results in terms of meeting objectives, as well as other results or impacts of the project.

## Level 3:

Projects selected to be intensively evaluated are required to receive pre- and post-application conferences. An evaluation methodology to measure change is designed to include the following where needed: comparison methods, before and after measures, time series measures, cost benefit and effectiveness, control groups, random variations, and experimental designs. Measures for data collection are outlined and a methodology for analysis is designed. Detailed monitoring will be necessary and evaluators will measure and report product results or impact and cost benefit analysis in detail where applicable.

## Contract Evaluation

Prior to contracting for an evaluation, the SPA evaluators will provide assistance in formulating RFPs\* and reviewing experimental designs submitted. The SPA evaluators will oversee contract performance and review results. It is anticipated that two projects at \$150,000 each and Part E monies of \$200,000 will be contracted for evaluation.

### EVALUATION PROJECTS TO INDICATE ANTICIPATED WORKLOAD AS REQUESTED BY PLANNING INPUT

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>TOTAL EVALUATIONS</u>
8	10-14	1-5	23 projects
34	43-61%	4-22%	

## Evaluation Staff and Training

The Montana Board of Crime Control has assigned three individuals to devote the majority of their time to evaluation. The evaluation process is one of the functions of the Bureau of Standards. The Bureau Chief will devote approximately 20 percent of his time to the administration of program/project evaluations.

The evaluation team is in the process of compiling an evaluation resource library, which contains a variety of completed projects, major textbooks, and new theories and methodologies. Each evaluator has attended a minimum of three major evaluation conferences, and has taken advantage of college courses in government data theory and evaluation from the Montana State University in Bozeman.

Technical assistance in statistical methods has been used and is available from Applied Management Corporation located in Denver, Colorado, and at Montana State University in Bozeman. The team will continue to attend conferences and courses pertinent to evaluation techniques and methods.

### Monitors

Four field representatives will devote approximately 25 percent of their time to monitoring programs and projects within the five regions. The planning specialists within the Planning Bureau will also devote a portion of their time to the monitoring/evaluation process.

The SPA monitors the implementation, operation, and results of the projects it supports. This monitoring effort is primarily completed by the four field representatives and is accomplished by on-site project review and reporting on that review by completion of the appropriate monitoring forms number MO-1 through MO-6.

Form MO-1 is designed for general projects, MO-2 for education and training, MO-3 for manpower, MO-4 for construction, MO-5 for confidential expenditures, and MO-6 for equipment.

All grants awarded by the Board are monitored in the field. The monitoring takes place every six months on long-term grants and at the project date of termination on all others. A final monitoring takes place when the project is completed. The types of data collected through the monitoring process are portrayed on the monitoring forms attached. Monitoring information is utilized each month. Once each month, the field staff meets with other SPA personnel and uses project monitoring information to assist in the decision-making process. Monitoring information is also used throughout each month as monitoring reports are received at headquarters.

### Program/Project Planning

The evaluation team of the SPA has the responsibility of developing and implementing policies and procedures to ensure the comprehensive evaluation of criminal justice activities supported by the Board of Crime Control.



Evaluation can be successfully accomplished only through cooperation of the local units of government applying for federal funds. To assist the local units in preparation of quality subgrants, the SPA has prepared an instruction booklet to be used as a guideline by local agencies. Evaluation is basically good planning and must be considered as a first step in the grant application process.

The following requirements are excerpted from the grant application instructions booklet designed by the SPA for applicants' use in preparing the narrative portion of subgrant applications. Proper attention to these 8 steps should provide a realistic plan of action capable of being evaluated.

The 8 steps are:

1. DEFINE THE PROBLEM - Identify and explain the specific problem(s) of your department.
2. EXPLAIN THE NEED - Needs are those things necessary to solve or lessen the needed resources, such as: equipment, manpower or other available services.
3. SUPPORT DATA - Accurate information is necessary to support the problem. Pertinent data, such as: caseload, number on staff, workloads, area population, area coverage and special situations.
4. OBJECTIVES - An objective is a specific statement of a measurable end result to be achieved within a stated period of time. It must be obtainable, realistic and directly related to your problem and needs, such as: what you plan to do, by when (date), and cost to reach objective.
5. IMPLEMENTATION & OPERATION - Implementation and operation is a course of action of planned activities to reach your objective. Outline your activities in your subgrant narrative.
6. EVALUATION - To effectively assess the results of your project, you should determine:
  - (1) What data will be collected;
  - (2) How will data be recorded;
  - (3) Who will keep records;
  - (4) Time schedule for compiling data; and,
  - (5) How will data be analyzed.

7. INTERNAL ASSESSMENT - A self-assessment of your project results is required. This assessment should include:
  - (1) An analysis of the results and impact of the project;
  - (2) A comparison of the problem before and after the project;
  - (3) A description of the implementation and operation of the project over time; and,
  - (4) Modifications of program activities called for by the evaluation findings.
8. REPORTING - Determine and outline a narrative reporting schedule for your project.
  - (1) Short duration projects (one-time expenditures) will submit a final narrative report only;
  - (2) Long duration subgrants will report quarterly unless otherwise determined in a pre-application conference. The first quarterly report will be due 30 days after the close of the first FULL quarter. A final report will be submitted within 30 days of project completion.

#### Program/Project Implementation

While the responsibility of program/project implementation rests primarily with the subgrantee, the four regional representatives in the five regions will periodically check to see that the projects have been successfully implemented according to the grant provisions and ensure that the required reports are submitted to the SPA.

Projects outlined for evaluation will receive technical assistance from SPA evaluators to assist in implementing projects.

#### Pre-Application Conference

A pre-application conference will be required on applications where evaluation is required prior to submission of a formal application, of all projects to be evaluated by SPA evaluators.

A pre-application conference is intended to provide local projects with technical assistance in writing a grant, as well as to determine measures and methods so that project results can be evaluated.

## Post-Application Conference

A post-application conference will be required within 30 days of project start-up. This will only be necessary for projects scheduled to receive level 2 or 3 evaluation.

A post-application conference provides the applicant with a review of the project's intent, requirements, and responsibilities.

## Effect of Future Planning

A successful evaluation will provide the answers to two levels of questions basic to the life of the project and future planning. The first level of questions deals with the operation of the project itself.

1. Has the project been successfully implemented, and is it progressing satisfactorily?
2. Are the objectives that were originally designed for the project being met?
3. Have unforeseen problems appeared to hinder progress or have circumstances changed the nature and operation of the project?
4. What impact did the project have on the criminal justice system either directly through the achievement of objectives or indirectly through unexpected results or side effects?

When all the above questions have been answered, the future operation of the project can be successfully determined by the SPA through a second level of questions that will be asked.

1. Should continued funding for the project be considered and should future funding for similar or like projects be considered?
2. Should funding be terminated immediately or should the project be allowed to continue to the grant expiration date?
3. Should the project be modified?
4. Does the project have sufficient merit or value to be transferred to another geographical area or should the scope of the present operation of the project be expanded to obtain optimum effectiveness?
5. Has the project contributed to the SPA planning goals and objectives?



## TECHNICAL ASSISTANCE PLAN



## TECHNICAL ASSISTANCE PLAN

The technical assistance needs and problems as evinced in the multi-year section of the plan are essentially in agreement with those needs identified and ranked by the five Regional Advisory Councils as a part of their respective plan inputs, and by the SPA staff specialists.

Although the technical assistance needs were not ranked numerically according to individual importance, they were chosen from a considerable list of possible need areas.

Consequently, when the five Regional submissions were combined, the following technical assistance areas were identified as most important:

- (1) Consolidation of Law Enforcement Services
- (2) Crime Prevention
- (3) Crime Analysis
- (4) Police-Community Relations
- (5) Information Systems
- (6) Education and Training
- (7) Facilities Analysis

The Planning Committee of the Board of Crime Control reviewed and approved the technical assistance priorities, which subsequently were given final approval by the full Board.

A comprehensive statewide inventory of resources to address these technical assistance needs has not been completed and is in progress at this writing. However, resources are available, for the most part, within the SPA specialist staff and/or LEAA. The identified technical assistance needs are addressed individually below:

- (1) Consolidation of Law Enforcement Services

The fact that 22 counties in Montana have already instituted full, partial, or contractual consolidations of law enforcement services and that currently 6 counties are considering it clearly identifies this area as one of primary concern and interest.

In order to provide assistance in this area, an LEAA contract consultant was utilized to look into the potential problems of a potential citycounty consolidation within the state and provide training on consolidation alternatives for SPA staff.

Two members of the SPA staff are currently providing assistance in the form of face-to-face contacts, pertinent literature, and attending local government study group meetings upon request.

## (2) Crime Prevention and (4) PoliceCommunity Relations

The Police Specialist and Public Information Officer of the SPA staff conducted 6 PoliceCommunity Relations/Crime Prevention seminars across the state, with over 100 criminal justice persons attending. Upon request, these SPA staff members are available for consultation and assistance as needed.

Materials, in the form of brochures, films, etc., are constantly being developed or acquired for distribution to agencies.

## (3) Crime Analysis and (5) Information Systems

Within the SPA's Research and Design Bureau, there are 4 statistical analysis and computer systems experts available to provide assistance in the area of crime analysis and computer applications.

At the present time the Bureau provides periodical statewide and regional crime analysis reports and upon request, assists local agencies with developing adequate record systems and using accumulated data.

## (6) Education and Training

The primary resources for providing law enforcement education and training assistance are within the SPA staff, the Peace Officers Standards and Training staff, and the administrative staff of the Montana Law Enforcement Academy.

Technical assistance in the prosecution area is provided by the County Attorney coordinator of the Department of Justice.

Education and training assistance in the correctional area is provided by the SPA staff and personnel from the State Prison and the Department of Institutions.

## (7) Facilities Analysis

Although some assistance in the facilities area is available within the SPA staff, greater reliance must be placed on outside assistance from such organizations as the National Clearinghouse for Criminal Justice Planning and Architecture and the American Justice Institute.



Utilizing the above resources and/or those technical assistance services provided by the Regional Office of LEAA and LEAA contract consultants, we are able to meet most requests for assistance. When requests are beyond the capabilities of the aforementioned resources, we must rely on support from the Regional Office of LEAA.

In the coming year, as in the past, the responsibility for identifying agencies and jurisdictions who can best benefit from technical assistance rests with the SPA's field monitors and the Planning Bureau specialist staff.

It is contemplated that in order to increase local awareness of technical assistance needs and availability, the agency's newsletter, "Checkmate," and possibly a technical assistance brochure will be used.

The SPA planning staff will, as in the past, meet regularly with the 5 Regional Advisory Councils and in order to encourage local agencies in the technical assistance area will regularly reiterate the need for and the availability of assistance in the 7 priority technical assistance areas and in other areas not considered as priorities.

Evaluation of the success or failure of technical assistance efforts will also be the duty of the field monitors and planning staff. We have not developed any grant strategy for this phase of the technical assistance effort. Our evaluation staff is currently engaged in extensive evaluations of programs and any evaluations in the technical assistance field will necessarily be conducted by other staff personnel, primarily field monitors and planners.

The methods being utilized to encourage the transfer of successful programs and projects are the newsletter, "jawboning," and programming/budgeting. We anticipate developing feature stories on successful efforts for media use and distribution. This, however, is in the formative stage and will need to be elaborated on and discussed before any strategy can be implemented.

In conjunction with the transfer of technology effort, we plan to use the selected criminal justice projects prepared and provided by LEAA as examples for local consumption. Training of field monitors and planners on exemplary projects and prescriptive packages is planned for this year as part of our continuing in-service training program. Once this is accomplished, it is envisioned that workshops/seminars can be presented at regular and special meetings of the Regional Advisory Councils by the monitors and planners.



MONTANA JUSTICE PROJECT



## MONTANA JUSTICE PROJECT

### Background

Thirty-three representatives of the various criminal justice system associations, legislators, private citizens, educators, local government representatives, minority group members, and professionals within the system were appointed by the Governor on September 20, 1974, to the Montana Council on Criminal Justice Standards and Goals (MCCJSG).

This composition was selected to provide maximum input from all phases of Montana's criminal justice process, and also to prevent failure of the program due to lack of support from the various elements within the system as well as from the general population.

An executive committee was established, composed of the chairmen of the 5 task forces: Police, Courts, Corrections, Information Systems, and Community Crime Prevention. Their function is to formulate bylaws, policies, and guidelines for the program and act in the capacity of general overseers and advisers for the project's duration. The name "Montana Justice Project" was adopted for the standards and goals effort by the executive committee to aid recognition and ease communication. Another function of the executive committee was to appoint members of the task forces. The same standards for representation were applied to task force members as had been applied to the Council. Task force membership varies from 11 to 18 members.

Current project staff consists of the director, assistant director, 2 secretaries, a public information officer, and 5 task force coordinators. Each coordinator was selected for his particular skills, knowledge, and abilities relating to his task force's area of concentration. The duties of these individuals are:

- A. Coordinate and assist in the research, review, and evaluation of existing standards and goals;
- B. Provide technical assistance when necessary;
- C. Evaluate and monitor task force progress;
- D. Coordinate and utilize the work of the other 4 task forces;
- E. Participate in all system functions that could have a bearing on the development of Montana's standards and goals;

- F. Organize and regulate all staff work and liaison among the task forces and with the general council;
- G. Research, organize, and present information with logic and supportive data;
- H. Prepare and analyze reports and formulate recommendations; and,
- I. Compile, write, and edit reports and rough drafts produced by the task forces for inclusion in the final comprehensive report on standards and goals in Montana.

The function of the public information officer is vital. It was felt that without the proper perspective on public information, the chances of the program's success were dim. In a project such as this, success can be achieved only by gaining the support of all concerned with the quality of life in Montana. With this in mind, the information officer's duties were outlined as follows:

- A. Establish and maintain a high level of communication among task forces, general council, S.P.A., and Regional S.P.A. Councils;
- B. Develop and utilize a means of informing criminal justice system agencies, special interest groups, and the general public of all Montana Justice Project activities;
- C. Develop a methodology for criminal justice system and public input regarding the Montana Justice Project decision-making process;
- D. Prepare press releases, public service announcements, and media presentations relating to the standards and goals effort;
- E. Arrange and conduct press interviews to keep the public informed;
- F. Research, write, organize, and edit all Montana Justice Project publications;
- G. Administer the rewriting, to the finished product stage, of all standards, goals, and recommendations upon council adoption; and,
- H. Handle all special events relating to standards and goals.

A general orientation conference was held early in December, 1974, to acquaint not only the council and task force members, but criminal justice system personnel and the general public with the Montana Justice Project and its aims, hopes, and desires. Since then, the various task forces have been proceeding toward the goals given them, in compliance with work objectives. Professionals within the system are turning to the Montana Justice Project with their suggestions, and are looking to the standards and goals program for possible solutions to many of their problems. During the past legislative session, reference to the Montana Justice Project in a supportive vein was common. Legislative notice of the project was exhibited not only by requests from legislators for assistance, but also by passage of a joint resolution calling on the Montana Justice Project for "a study of the delivery of correctional services in Montana in order to explore what organizational alternatives will make possible a more efficient, systematic delivery of correctional services with the greatest degree of continuity of services between various levels of the correctional system."

Controversial issues are not being sidestepped by any of the task forces, but are being utilized for pre-meeting publicity to entice the public to attend. These meetings are normally 2 days in length and are being conducted in strategic locations statewide. Population density has not been the primary factor in the selection of the meeting sites, but rather the issue up for discussion, and how it may be reacted to by a particular geographic segment of the population.

In addition to studying the National Advisory Commission Standards, American Bar Association Standards, American Correctional Association Standards, and the Ohio comparison report, the task forces are researching areas of need in Montana's criminal justice system not covered by the above documents, and are originating pertinent standards and recommendations to cover these deficient areas. Emphasis on improvement, efficiency, and productivity of the system has been the foremost consideration of the 5 task forces, and not the mere rewriting of national standards and goals.

The products to be given birth by the Montana Justice Project will be designed with 4 target areas in mind for implementation: the legislature, criminal justice system professionals, and public, and local government. Successful implementation will be dependent upon the collective support of these 4 elements.

## Procedures

The following work guidelines were established for clarification of purpose and procedures:

### Staff Work Guidelines

1. Public Involvement in Task Force Deliberations
  - A. Make sure public notice of all meetings goes out;
  - B. Work with information officer to inform and educate the public;
  - C. Relay all public and professional comment/response to the task force, i.e., editorials, letters to the editor, letters, phone calls, private statements, etc.;
  - D. Insure post-meeting news releases are distributed;
  - E. Insure distribution of material to interested groups, leagues, and associations;
  - F. Participate in hearings, civic meetings, etc.;
  - G. Initiate appropriate means to promote public interest in the Montana Justice Project.
2. Comprehensive Review of Montana Criminal Justice System
  - A. Gather and prepare data and statistics pertinent to task force considerations;
  - B. Collect constitutional requirements, statutory laws, and regulatory rules and procedures relevant to standards being considered;
  - C. Provide special studies and consultants as requested by the task force chairmen;
  - D. When appropriate, or when requested by task force chairmen, compare criminal justice programs used in other states with Montana's or with proposed standards;
  - E. When necessary, provide task forces with data and descriptions of related, but non-criminal justice programs, i.e., health, welfare, mental health.
3. Develop Standards and Recommendations for Montana Criminal Justice System
  - A. Extract all related existing standards (ABA, NAC, ACA, etc.) for monthly review by task force;



- B. Draft original standards as requested for review by task force;
- C. Correlate data and research to specific standards to be reviewed by task force;
- D. Compile and mail to task force members at least 10 days in advance of meeting all necessary data and standards, along with agenda;
- E. Make presentations at task force meetings as required;
- F. Record notes, including dissent (when requested) on standards and the language of standards adopted, and other material or comment at the request of the chairman;
- G. Earmark adopted standards which should be coordinated with other task forces, and distribute accordingly;
- H. Following the meeting, assimilate all relevant materials and research in text supporting and explaining adopted standards;
- I. Send proposed text, including standards, to members for approval and transmittal to Council.

#### Task Force Work Guidelines

1. Public Involvement in Task Force Deliberations
  - A. Meetings shall be open to the public;
  - B. Task forces must encourage public participation and input;
  - C. Meetings shall be held in different locations throughout the state;
  - D. Encourage participation and input from various professional associations and leagues.
2. Comprehensive Review of Montana Criminal Justice System
  - A. Review and analyze criminal justice system data;
  - B. Request studies and/or consultant assistance as needed;
  - C. Measure efficiency and evaluate effectiveness of existing systems and components;
  - D. Consider related systems (non-criminal justice);

- E. Compare Montana's criminal justice system to other states' systems.
- 3. Develop Standards and Recommendations for Montana's Criminal Justice System
  - A. Review existing standards (ABA, NAC, ACA, etc.) at the discretion of the task force;
  - B. Compare standards to Montana's individual needs;
  - C. Approve, modified or otherwise, standards appropriate to Montana's criminal justice system;
  - D. Originate standards appropriate for Montana's criminal justice system;
  - E. Report approved standards and text to MCCJSG with attached minority reports if demanded;
  - F. Reconsider standards returned by the Council;
  - G. Modify, accept, or reject new standards originating in the MCCJSG and sent to the task force for review;
  - H. On request of other task force chairmen, modify, accept, or reject standards approved in other task forces.
- 4. Develop Proposed Legislative Changes
  - A. Earmark standards requiring legislation;
  - B. Recommend specific legislation, such as model laws.

#### Council Work Guidelines

- A. Review and comment on task force approved standards;
- B. Develop standards and recommendations regarding social justice concerns;
- C. Review and propose legislation needed to implement standards;
- D. Receive, review, and coordinate all 5 task force final reports:
  - 1) Identify and compromise conflicting standards;
  - 2) Identify and coordinate related and complementary standards;
  - 3) Accept, delete, modify, and edit standards and text in each task force report;

- 4) Earmark and append proposed legislation to each task force final report relevant to standards in that report.

E. Publish finalized task force reports as follows:

- 1) Montana Justice Project: Police Standards
- 2) Montana Justice Project: Courts Standards
- 3) Montana Justice Project: Corrections Standards
- 4) Montana Justice Project: Community Crime Prevention Standards
- 5) Montana Justice Project: Information Systems Standards
- 6) Publish a "Montana Justice Project Strategy Report" which states goals, ranks standards, and recommends methods for implementation;
- 7) Address possible application of approved standards to specific crime problems.

Accomplishments

The MCCJSG held a general meeting on April 25, 1975, and dealt with the project budget, intern subgrant, and publicity strategy. It also formulated a legislative subcommittee to handle the drafting of legislation for those standards so earmarked. It discussed several key areas of concern to Montana's criminal justice system and assigned many of these issues to individual task forces for research. The remainder of the meeting was taken up with task force status reports from each of the chairmen:

Police Task Force

This group passed 6 of 9 goal areas, with 24 standards passed in final form. One standard is still under consideration. The task force coordinator attended P.O.S.T. Advisory Council meetings as well as the Montana Association of Counties and Montana Sheriffs and Peace Officers Association meetings to explain the task force function and solicit input and support. Three members of the task force and 1 general council member participated in a fact-finding tour to crime laboratories in Seattle, Washington, and San Jose, California, with excellent results regarding research data. This task force has conducted 8 meetings to date. The Coordinator has received several phone calls and messages from the public as a result of the publicity campaign.

### Courts Task Force

This task force has held 4 regular meetings thus far and accomplished the passage of 14 goal areas and 12 standards in final form, with 1 standard currently under consideration. The coordinator has been in contact with the Concerned Citizens for Court Improvement group, seeking their input and describing the task force process to them. He has also handled many calls and letters received from the public as a result of the media publicity campaign. This task force has been quite successful in its dealings with the news media and has had excellent coverage relative to meetings held and topics discussed.

### Community Crime Prevention Task Force

This task force has adopted 3 goal area statements with 1 still under consideration. Six standards have been passed in final form, 2 standards have been sent to low income and minority group representatives for their perusal and comment, 1 standard is pending rewrite, and 7 standards have been tabled pending further research. Eleven standards are yet to be considered. The NAC Community Crime Prevention Advisory Council book has been completely rejected by this task force as they felt it was poorly organized and without merit. All standards, goals, etc., formulated by this group are originals designed expressly to fit Montana's needs. The coordinator has participated in and spoken at several seminars held on Montana's criminal justice system. To date, this task force has held 7 meetings throughout the state. The coordinator has received only one call from the public thus far. Television and newspaper coverage of task force meetings has been good.

### Corrections Task Force

Forty-nine standards have been passed in final form with 6 still under consideration, and 8 goal areas have been established. The coordinator has conducted numerous research interviews with experts around the state, visited various correctional institutions, and attended criminal justice system seminars to further his own and his task force's knowledge and expertise in the correctional field. The task force has held 8 regular meetings so far. The coordinator has received several calls from the public regarding various aspects of the criminal justice system. He, his chairman, and individual members of his task force have also appeared on radio talk shows to further community input to their group.

## Information Systems Task Force

Final form standards adopted by this task force total 14, with 5 standards pending rewrite and 8 under consideration. Two major goal areas were passed during the task force's 5 regular meetings. One goal area is yet to be considered. As of May, this task force completed a slight reformation in membership and limited its scope strictly to standards and goals matters. The coordinator, outside of his regular duties, is attending an accredited course at Carroll College dealing with the 1973 revision of Montana's criminal code. It is hoped that this can provide better understanding of the aspects of the code revision vis-a-vis the various decision points along Montana's criminal justice process.

## Information Officer

The information officer has been active in continuing his dissemination of project news to the media. Media coverage of meetings has been excellent, and has included several feature stories on certain elements in cities where meetings are held. In addition, he is contacting local government and systems personnel, inviting them to attend. He designed and published the first Montana Justice Project newsletter, which will be continued as needed, and is distributed to approximately 1,600 individuals. Public and criminal justice system response to the newsletter has been very good. Thirty-five of Montana's 50 radio stations continue to play the six 30-second radio spots calling for public input. Air space donated to the Montana Justice Project is running approximately \$2,500 per week. A television campaign similar to the radio spots is in the making. The information officer has received numerous public responses which have provided input to the standards and goals process.

## Sub-committees

Two sub-committees composed of representatives from the various task forces were formed to draft acceptable standards in the areas of (1) diversion, and (2) Alternatives to Arrest. It was felt by the task forces that these were areas of concern to more than one component of the criminal justice system. They also hoped to avoid conflicting standards from individual task forces on these topics. Five standards were formulated by the diversion sub-committee, and

1 standard was composed by the Alternatives to Arrest sub-committee. These standards were in turn presented to the task forces for their adoption.

### Intern Program

Two Montana State University students pursuing degrees in the criminal justice field were hired to perform background research in all 5 task force areas as an aid to the coordinators and task forces. They have located, indexed, and filed over 300 pertinent phrases, documents, manuscripts, etc., that will be valuable to the task forces and in addition, established a card index file showing sources, cross-references, and general descriptions of the data they gathered, which will provide immediate location of the material as well as quick referencing for documentation purposes.

### General Information

An instance worthy of special mention to illustrate the Montana Justice Project procedure in soliciting input to facilitate standard development is the process used by the Police Task Force to formulate its standard on Law Enforcement Consolidation. Realizing that a wide diversity of opinion existed on this topic, they designed a survey questionnaire to provide general opinions, implementation methods, and funding suggestions, as well as other pertinent information. This questionnaire was mailed to approximately 600 individuals and groups including criminal justice personnel, private citizens, and local government bodies. Information from the returned questionnaires was tabulated and presented to the task force to aid in its determination of what Montana wants and needs in this area.

### Projections

All task force reports will be submitted in final draft to the Council no later than March 31, 1976. Each report will be organized into chapters and format as stipulated by the Executive Council (see illustration next page). The task forces will also submit 5 priority areas they deem to be the most urgent for consideration by the Council.

Then the 5 task forces will become inactive, and the Council will become the working body of the Montana Justice Project, with the responsibility of reviewing, discussing, and accepting each task force report. Reports will then be published and distributed according to their target areas. This will be completed by June 30, 1976, upon which task forces will be dissolved.

The MCCJSG will then turn its attention to the development of its own strategy report to the Governor. In addition to performing its duties as described in the

Council Work Guidelines, it will be considering standards, goals, and implementation strategy for the 5 priority areas from each task force. The deadline for publication of this report is November 30, 1976.

#### Format

Each chapter in the report will contain the following headings:

1. Title of Chapter
2. Summary or "overview" of Chapter
3. Standards\*
  - A. Title and number of standard
  - B. Task force findings
  - C. Standard--in bold print
  - D. Implementation
  - E. Cross-references

\* Each standard and sub-paragraphs A-E must be contained in full on one sheet of paper (2 sides).







